Member Management

Employer Reporting and Maintenance
User Manual

Employer User

INPRS
INDIANA PUBLIC RETIREMENT SYSTEM

Table of Contents

INTRODUCTION TO MEMBER MANAGEMENT FOR EMPLOYER USERS 4
GLOSSARY OF IMPORTANT ERM TERMS 5
ERM NAVIGATION MENU 17
ACCESSING THE HOME DASHBOARD 18
ACCESSING AND VIEWING MEMBER MANAGEMENT OPTIONS 19
ENROLL A NEW MEMBER 20
ENROLLING A NEW MEMBER: PERF, TRF, OR JU FUND 21
Selecting a Submission Unit 21
Verifying Member's SSN 22
Selecting a Member's Position 23
Selecting a Member Position for PERF 23
Selecting a Member Position for TRF 25
Selecting a Member Position for the JU Fund 26
Entering Member Demographics 27
Verifying Member Enrollment Summary 28
Confirming Member Enrollment 29
ENROLLING A NEW MEMBER: '77 FUND 30
Selecting a Submission Unit, Verifying Member SSN 30
Verifying Member Social Security Number (SSN) 30
Selecting a Member Position for the '77 Fund 30
Entering Member Demographics 30
Verifying Member Enrollment Summary 32
MODIFY A MEMBER 33
LOCATING A MEMBER ACCOUNT 33
Searching for a Specific Member Account 33
MANAGING MEMBER DEMOGRAPHICS 35
MANAGING MEMBER SUBMISSION UNITS 36
MANAGING MEMBER HIRE DATE, FUND INFORMATION AND LIFE EVENTS 36
Modifying a Member Hire Date 36
Modifying Member Fund Details 36
Modifying Member Fund Details for PERF 37
Modifying Member Fund Details for TRF 38
Modifying Member Fund Details for the '77 and JU Funds 39
Modifying Member Life Events 39
MODIFY AN INACTIVE MEMBER 44
SEARCHING FOR A SPECIFIC MEMBER ACCOUNT 44
MODIFYING AN INACTIVE MEMBER'S TERMINATION-RELATED DATES 45
BULK UPLOAD MEMBER MAINTENANCE 47
SEARCHING FOR A SUBMISSION UNIT ACCOUNT 47
UPLOADING A FILE 48
CONFIRMATION SCREEN 50
BULK UPLOAD MEMBER ENROLLMENT 51
SEARCHING FOR A SUBMISSION UNIT ACCOUNT 51
UPLOADING A FILE 52
VALIDATING TRF MEMBER FUND DATA 54
CONFIRMATION SCREEN 54
MANAGING THE MEMBER ENROLLMENT AND MEMBER MAINTENANCE EXCEPTION QUEUES. 56
RESOLVING A MEMBER ENROLLMENT OR MEMBER MAINTENANCE EXCEPTION 57
COMPLETING '77 FUND ENROLLMENTS 58
ANNUAL VERIFICATION OF SUBSTITUTE TEACHERS 58

Table of Figures

Figure 1: ERM *Home* Page 17
Figure 2: Home Dashboard on the ERM *Home* Page 18
Figure 3: Member Management Options Menu 19
Figure 4: Enroll a New Member Process Flow 20
Figure 5: *Select Submission Unit* Screen 21
Figure 6: *Enter SSN* Screen 22
Figure 7: *Confirm Existing Member* Message 23
Figure 8: SSN Already Enrolled with Submission Unit Notification 23
Figure 9: *Select Position – Fund PERF* Screen 24
Figure 10: *Select Position* Screen: Confirm - Fund TRF 25
Figure 11: *Select Position – Fund JU* Screen 26
Figure 12: *Create New Member* Screen 27
Figure 13: *Verify Member Enrollment* Screen 29
Figure 14: *Confirm Member Enrollment Summary* Screen 29
Figure 15: '77 Fund *Create New Member* Screen 31
Figure 16: *'77 Fund Enrollment Exception Queue Notification* Screen 32
Figure 17: Search Member Section of the *Modify Member* Screen 33
Figure 18: Search Member Results on the *Modify Member* Screen 34
Figure 19: Modify Member Demographics Pop-Up Box 35
Figure 20: Member Fund - PERF Tab on the *Modify Member* Screen 37
Figure 21: Modify Member Fund PERF Pop-Up Box 37
Figure 22: Member Fund - TRF Tab on the *Modify Member* Screen 38
Figure 23: Modify Member Fund - TRF Part Time/ Substitute Status Change 39
Figure 24: Life Events Tab on the *Modify Member* Screen 40
Figure 25: Add Member Life Event Pop-Up Box 40
Figure 26: Add Member Life Event Pop-Up Box - Leave of Absence 41
Figure 27: Add Member Life Event Pop-Up Box – Return from Leave 42
Figure 28: Add Member Life Event – Termination 43
Figure 29: *Search Member* Screen 44

Table of Tables

Table 1: Actions Available for Member Account Options Menu 19

Introduction to Member Management for Employer Users

Employer Users have access to enroll members and/or manage member accounts in the Employer Reporting and Maintenance (ERM) application. Based on individualized security roles in the ERM application, Employer Users can conduct the following member management functions:

- Enroll new members.
- Modify member information.
- Bulk upload member maintenance.
- Bulk upload member enrollment.
- Manage the Member Enrollment and Member Maintenance Exception Queues.

This user manual introduces you to all the features and screens associated with member management functions in the ERM application, as well as how to enter and modify member management data within ERM.

Glossary of Important ERM Terms

The following are some important terms you need to know in order to carry out member management duties in the ERM application.

ADJUSTMENT – A correction to a submitted wage and contribution transaction. This can be a positive or negative adjustment and can affect any wage or contribution field.

BULK UPLOADS – Bulk uploads allow a large amount of data to be submitted in one file upload. Data is entered into a single file, which is uploaded to the ERM application.

CONTACT TYPES – When creating or adding a Submission Unit contact, you must identify a contact type for that person. Here is a list and description of those types, along with any Fund they are associated with:

- *Authorized Agent* – This person, named by the Submission Unit's board, is the first line of contact for all Fund matters. He or she may assign tasks and roles to others but is ultimately the responsible party and is authorized to accept pension liability. This contact type is required for PERF and may be modified only by INPRS Staff Users.
- *Authorized Agent – Clerk-Treasurer* – This person, assigned by statute for a town or third-class city, is the Authorized Agent for all Fund matters and is authorized to accept pension liability.
- *Authorized Agent – Controller* – This person has the role of an Authorized Agent and the titles and duties of a Controller.
- *Authorized Agent – Trustee* – This person has the role of an Authorized Agent and the titles and duties of a Trustee.
- *Chief* – This person is responsible for overall administrative duties for '77 Fund Submission Units.
- *Other Contact* – This person should be contacted only if a concern doesn't fall into another category.
- *Pension Secretary* – This person is the liaison between members and their Submission Units. This person also helps members file for retirement or survivor benefits and understands statutes of the '77 Fund.
- *Personnel* – This person is the contact for new enrollment-related questions.
- *Rate Letter* – This person receives the rate letters.
- *Retirement* – This person is the contact for retirement-related questions.
- *Superintendent* – This person is the head of a school corporation. Often, the Superintendent functions as the security agent for the corporation and assigns ERM security roles to other staff. Generally, the Superintendent is contacted only if all other listed contacts are not responding. This person is the Authorized Agent for a corporation, ultimately responsible for all Fund matters and authorized to accept pension liability. This contact type is required for TRF and may be modified only by INPRS Staff Users.

- *Treasurer/Finance* – This person is responsible for ensuring that funds are available for wages and contributions.
- *Wage and Contribution* – This person is responsible for submitting wages and contributions for a Submission Unit and should be contacted if there are any issues with those submissions.

COVERED POSITION – An employment position designated by Indiana Code or the employer/Submission Unit as required to participate in an INPRS Fund. For a member to be enrolled in an INPRS Fund, he or she must work in a covered position.

EFFECTIVE DATE – This is the date that an addition/change takes effect in the ERM application. Several fields within ERM are controlled by effective dates. For example, an Employer User adds a new address for a Submission Unit account and types the effective date of April 1, 2011. INPRS will not use the new address for any correspondence until that effective date.

EMPLOYER – In ERM, the relationship between an employer and a Submission Unit is like a parent-child relationship. The employer is the parent, and the Submission Unit is the child. Each parent (employer) can have multiple children (Submission Units), but each child (Submission Unit) can only have one parent (employer).

EMPLOYER USER – This is an individual, employed by an organization that participates in one of the INPRS retirement plans, with the proper security role(s) to perform certain functions in the ERM application.

EMPLOYER USER SECURITY ROLE – When adding Employer Users, administrators must assign a security role to each. This security role determines the amount of access a User has in the ERM application, which dictates the activities a User can complete. Some security roles give limited access, while others let Users complete nearly every activity. Here is a list and description of those roles:

- *Enrollment Administrator* – This Employer User can enroll members into the Submission Unit and resolve all member enrollments sent to the Exception Queue. This person can also view member reports.
- *Member Administrator* – This Employer User can manage member accounts, update member information and resolve member management transactions sent to the Exception Queue. This person can also view member reports.
- *Member Viewer* – This Employer User has view-only access to member data, including member reports.
- *Payment Administrator* – This Employer User can view the payment administration screen, enter and update bank account information, and authorize payment on wage and contribution entries.

- *PERF Pension Relief Administrator* – This Employer User can access pension relief functions on *PERF Online* and upload pension relief data to the ERM application.
- *PERF Retirement Administrator* – This Employer User may access the *PERF Online* hyperlink, which includes:
    - Estimate Retirement Benefit
    - Estimate Service Credit Purchase
    - PERF Regular Retirement Application
    - Pre-Retirement Workshop
    - View Service Credit
- *Security Administrator* – This Employer User can add other Employer Users and assign and modify security roles for new and existing Users in the Submission Unit. This person can also view the security report, and add/modify employer and Submission Unit addresses, contacts and phone information.
- *Wage and Contribution Administrator* – This Employer User can carry out these wage and contribution activities:
    - Bulk upload wage and contribution entries and adjustments.
    - Submit online wage and contribution entries and adjustments.
    - View wage and contribution reports.
    - Resolve wage and contribution transactions sent to the Exception Queue.
    - View a full Social Security Number (SSN)
    - Add/verify payroll calendar information upon initial login.
- *Wage and Contribution Operator* – This Employer User can enter wage and contribution transactions either online or via file upload.
- *Wage and Contribution Viewer* – This Employer User has view-only access to the payment administration screen and employer data, plus wage and contribution reports.

ERM – The acronym stands for Employer Reporting and Maintenance. This application is used to enroll members and maintain member information, plus submit member wage and contribution data.

EXCEPTION QUEUE – If a transaction entered into the ERM application – either via online entry or bulk upload – contains errors or is waiting on more information, it will be placed in the Exception Queue. Additional action must be taken on such a transaction before it is accepted by ERM and becomes effective. Some examples of why a transaction is put in the Exception Queue are:

- Member's birth date is after the member's hire date.
- SSN/Pension ID/Last Name combination on a transaction within a bulk upload does not match any SSN/Pension ID/Last Name combination in the ERM application.

- Statewide Baseline Examination results are needed (‘77 Fund only).
- Wages and contributions are submitted for a member not enrolled in the Submission Unit being reported.

FUND – A retirement plan in which a Submission Unit participates. Funds, all under the INPRS umbrella, are:

- 1977 Police Officers’ and Firefighters’ Pension and Disability Fund (also known as ‘77 Fund) (’77)
- Indiana State Teachers’ Retirement Fund (TRF)
- Judges’ Retirement System (also known as Judges’ Fund or 1977 and 1985 Judges’ Retirement System) (JU)
- Legislators’ Retirement System (LE)
- Prosecuting Attorneys’ Retirement Fund (PA)
- Public Employees’ Retirement Fund (PERF)
- State Excise Police, Gaming Agent, Gaming Control Officer and Conservation Enforcement Officers’ Retirement Plan (CE)

GROUP – This classification specifies the type of employer. If, for example, INPRS needs to send notification of a new service available to state employers (those reporting payroll to the Auditor of State), an INPRS Staff User could search for employers in the state group and direct the communication to them.

INPRS – The acronym stands for the Indiana Public Retirement System.

INTEREST – When contributions are not reported at the time the member receives payment for wages, any interest a member lost because of this late reporting is due to him or her. Interest is also due to the Fund for this late reporting. The calculation of interest in ERM is based on the payroll date. This should be the date the member was actually paid the wages.

LAST CHECK DATE – This is the last payroll date an employee is included on once he or she has completely separated from employment. It is a required field if Last Day in Pay is reported. An employee’s Last Check Date should occur on or after his or her Last Day in Pay. This date will be used to signal whether all wage and contribution information for a member requesting a retirement or Annuity Savings Account (ASA) distribution has been received or is in progress.

LAST DAY IN COVERED POSITION – The date a member’s creditable pension service, and the associated contributions, stop. This date should be reported when an employee moves from a participating or covered position to a non-covered position but remains employed with the employer in some capacity. *Note: A retirement and/or ASA distribution cannot be processed until the employee has completely separated from employment and a Last Day in Pay has been reported.*

LAST DAY IN PAY – The last day an employee accrued or earned a wage (i.e. termination date) as a covered or Non-covered employee. This date should be reported once an employee has completely separated from employment. *Note: A retirement and/or ASA distribution cannot be processed until the employee has completely separated from employment and a Last Day in Pay has been reported.*

LIABILITY TYPES – When transferring all members of one Submission Unit to another, an indication must be made as to where the liability for the Fund will be placed after the transfer.

- *Merged With Liability* – The members of one Submission Unit are incorporated into another Submission Unit. The Submission Unit incorporating the new members assumes responsibility for the employer share contributions as well as all liabilities and assets of the dissolving Submission Unit's INPRS account.
- *Merged Without Liability* – The members of one Submission Unit are incorporated into another Submission Unit. The Submission Unit incorporating the new members subsequently assumes responsibility for the employer share contributions, beginning on the effective date of the merger. The Submission Unit that is losing its members retains liability for service and contributions of those members for the time frame that member worked for that Submission Unit up to the date of the merge.
- *Withdrawn* – A Submission Unit elects to no longer participate in an INPRS plan. All members within the Submission Unit automatically become vested and qualify for retirement. Only their credited service is used to determine their retirement benefits.
- *Withdrawn (Privatization)* – A Submission Unit is no longer eligible to participate in an INPRS plan because it no longer meets the Fund's guidelines. All members within the Submission Unit automatically become vested and qualify for retirement. Only their credited service is used to determine their retirement benefits.

LIFE EVENT – In the ERM application, life events are a way to denote a member being placed on leave, returning from leave, moving from a covered position to a non-covered position or terminating employment, for example. Life events are:

- Adoption Leave (PERF and TRF only)
- Advanced Study (TRF only)
- Approved Educational Travel (TRF only)
- Covered to Non-covered Position
- Disability Leave
- Family Medical Leave Act (FMLA) (family member; all Funds except TRF)
- Family Medical Leave Act (FMLA) (Member)
- Maternity Leave
- Medical Leave (Member)
- Medical Leave (Nonmember)
- Military Leave

- Return From Leave
- Return From Military Leave
- Return From Suspension (‘77 Fund only)
- Sick Leave
- Suspended (‘77 Fund only)
- Teacher Exchange (TRF only)
- Terminate Employment
- Work Experience (TRF only)
- Workman’s Comp
- None of the Above (Paid Leave)
- None of the Above (Unpaid Leave)

Valid Life Events – PERF	***Valid Field Values for File Upload***
Covered to Non-covered Position	CNC
LOA-Adoption Leave	LADP
LOA-Disability Leave	LDIS
LOA-FMLA (Member)	LFMA
LOA-FMLA (other family member)	LFMB
LOA-Maternity Leave	LMAT
LOA-Medical Leave (member)	LMDA
LOA-Medical Leave (non-member)	LMDB
LOA-Military Leave	LUSA
LOA-Sick Leave	LSCK
LOA-Workman’s Comp	LWCB
LOA-None of the Above (Paid Leave)	LPLA
LOA-None of the Above (Unpaid Leave)	LUPD
Return from Leave	RFL
Return from Military Leave	RFML
Terminate Employment	TE

Valid Life Events – TRF	Valid Field Values for File Upload
Covered to Non-covered Position	CNC
LOA-Adoption leave	LADP
LOA-Advanced study	LAST
LOA-Approved Educational Travel	LTRV
LOA-Disability Leave	LDIS
LOA-FMLA (Member)	LFMA
LOA-Maternity Leave	LMAT
LOA-Medical Leave (member)	LMDA
LOA-Medical Leave (non-member)	LMDB
LOA-Military Leave	LUSA
LOA-Sick Leave	LSCK
LOA-Teacher Exchange	LTCH
LOA-Work Experience	LEXP
LOA-Workman's Comp	LWCB
LOA-None of the Above (Paid Leave)	LPLA
LOA-None of the Above (Unpaid Leave)	LUPD
Return from Leave	RFL
Return from Military Leave	RFML
Terminate Employment	TE

Valid Life Events – JU Fund	Valid Field Values for File Upload
Covered to Non-covered Position	CNC
LOA-Disability Leave	LDIS
LOA-FMLA (Member)	LFMA
LOA-FMLA (other family member)	LFMB
LOA-Maternity Leave	LMAT
LOA-Medical Leave (member)	LMDA
LOA-Medical Leave (non-member)	LMDB
LOA-Military Leave	LUSA
LOA-Sick Leave	LSCK
LOA-Workman's Comp	LWCB
LOA-None of the Above (Paid Leave)	LPLA
LOA-None of the Above (Unpaid Leave)	LUPD
Return from Leave	RFL
Return from Military Leave	RFML
Terminate Employment	TE

Valid Life Events – ‘77 Fund	***Valid Field Values for File Upload***
Covered to Non-covered Position	CNC
LOA-Disability Leave	LDIS
LOA-FMLA (Member)	LFMA
LOA-FMLA (other family member)	LFMB
LOA-Maternity Leave	LMAT
LOA-Medical Leave (member)	LMDA
LOA-Medical Leave (non-member)	LMDB
LOA-Military Leave	LUSA
LOA-Sick Leave	LSCK
LOA-Workman’s Comp	LWCB
LOA-None of the above (Paid Leave)	LPLA
LOA-None of the above (Unpaid Leave)	LUPD
Return from Leave	RFL
Return from Military Leave	RFML
Return from Suspension	RFS
Suspended	SU
Terminate Employment	TE

MEMBER – An individual who participates in any INPRS Fund.

PAY PERIOD END DATE – The ending date of the period that the wage being reported was accrued or earned.

PAY PERIOD START DATE – The starting date of the period that the wage being reported was accrued or earned.

PAYROLL DATE – The date that payroll information is considered final and disbursed to the employee (the check or direct deposit date).

SETTLEMENT ADJUSTMENT – An additional payment (or series of payments) made to a member as resolution of a legal suit, union grievance or a contract settled retroactively after the fiscal year is completed. INPRS Staff must review the adjustment and corresponding documentation, then approve the settlement adjustment in ERM before payment can be made and the adjustment posted.

STAFF USER – An INPRS employee who has been given the proper security role(s) to perform certain functions within the ERM application.

STAFF USER SECURITY ROLES – When adding Staff Users, administrators must assign a security role to each. This security role determines the amount of access a User has in the ERM application, which in turn dictates the activities a User can complete. Some security roles offer limited access to the application, while others let Users complete nearly every activity available. This is an INPRS Staff User-only term. The following is a list of the specific security roles applicable to Staff Users, along with a description of each:

- *ERM Administrator* – This Staff User can create employer accounts and Submission Unit accounts as well as modify information in those accounts. He or she can also transfer Submission Units and members. Finally, this User can add new Employer Users, configure Fund information and manage system parameters.
- *ERM Communications* – This Staff User can send notifications in the ERM application.
- *ERM Enrollment Administrator* – This Staff User can enroll members in a Submission Unit and resolve member transactions sent to the Exception Queue. This User can also modify member information, including a member's name and hire date.
- *ERM Manual Adjustment Administrator* – This Staff User can submit a manual adjustment.
- *ERM Member Administrator* – This Staff User can resolve member management transactions sent to the Exception Queue. He or she can also manage member accounts and modify member information, including a member's name and hire date. Finally, this User may perform PERF/TRF transfers and view a member's full SSN.

- *ERM Pension Relief Administrator* – This Staff User can access pension relief functions on *PERF Online* and upload pension relief data to the ERM application.
- *ERM Retirement Administrator* – This Staff User can access the *PERF Online* hyperlink, which includes:
    - Pre-Retirement Workshop
    - PERF Regular Retirement Application
    - View Service Credit
    - Estimate Retirement Benefit
    - Estimate Service Credit Purchase
- *ERM Security Administrator* –This Staff User can add new Staff and Employer Users and assign and modify security roles for new and existing Users within the application.
- *ERM Service Credit Administrator* – This Staff User can submit a service credit adjustment. *Note: This User may not also be an ERM Service Credit Auditor*.
- *ERM Service Credit Auditor* – This Staff User can approve or revoke service credit adjustments.
- *ERM SSN Change Approving User* – This Staff User can approve a member's SSN change. Note: This User may not also be an ERM SSN Change Submitting User.
- *ERM SSN Change Submitting User* – This Staff User can submit a member's SSN change.
- *ERM Submission Unit Administrator* – This Staff User can modify Submission Unit account information, including payroll calendars, and add Employer Users.
- *ERM Viewer* – This Staff User can view this information:
    - Employer information
    - Member information
    - Exception Queue
    - Wage and contribution reports
- *ERM Wage and Contribution Administrator* – This Staff User may perform these wage and contribution activities:
    - Edit payment dates.
    - Manage system parameters.
    - Release settlement adjustments for payment.
    - Resolve wage and contribution transactions sent to the Exception Queue.
    - Submit online wage and contribution entries and adjustments.
    - Upload wage and contribution entries and adjustments
    - View a full SSN.
    - View wage and contribution reports.

SUBMISSION UNIT – This is a participating unit associated with an employer. Each Submission Unit is a specific employer division participating in a single Fund -- CE, JU, LE, PA, PERF, TRF or '77. If an employer participates in multiple Funds, multiple Submission Units will be associated with the same employer.

It is also possible for two Submission Units with the same name to be listed twice under an employer if the employer participates in multiple Funds. For example, Indianapolis Public Schools (IPS) participates in TRF for teachers and in PERF for its other staff. That means IPS would be listed twice under the same employer – once for TRF and once for PERF.

Most activity in the ERM application takes place at the Submission Unit level.

TRANSACTIONS THAT FAILED VALIDATION WITH ERRORS – Indicates a transaction contains information that is incorrect, based on business validations and/or Fund rules. The transaction will be sent to the Exception Queue awaiting corrections to the incorrect information. Transactions with errors cannot be submitted for payment until they are corrected. For more information and to find common solutions, check the *Wage and Contribution Exception Queue Troubleshooting – Employer User QRG* (Quick Reference Guide) or the Appendix in the *Wage and Contribution User Manual – Employer*. For example: Error code A-10 for PERF/TRF says "mandatory contributions do not total 3% of reported wages." The solution is to correct the mandatory pre- or post-tax amount or correct the wages amount. See also **TRANSACTIONS THAT FAILED VALIDATION WITH WARNINGS**.

TRANSACTIONS THAT FAILED VALIDATION WITH WARNINGS – Indicates a transaction that seems unusual to ERM based on information previously submitted for this member. However, the information is not necessarily incorrect (compare with **TRANSACTIONS THAT FAILED VALIDATION WITH ERRORS**); the warning is a flag for the employer to examine the transaction's accuracy. For example: Warning code L-55 states that wages for this period exceed previous period wages by more than 15%. However, this may be a correct entry for a pay period that includes over-time payment. Warnings will not prevent a transaction from being processed for payment; a TRANSACTION THAT FAILED VALIDATION WITH ERRORS will. Note: Once you select Process for Payment, all Transactions That Failed Validation with Warnings will also be included in the payment.

ERM Navigation Menu

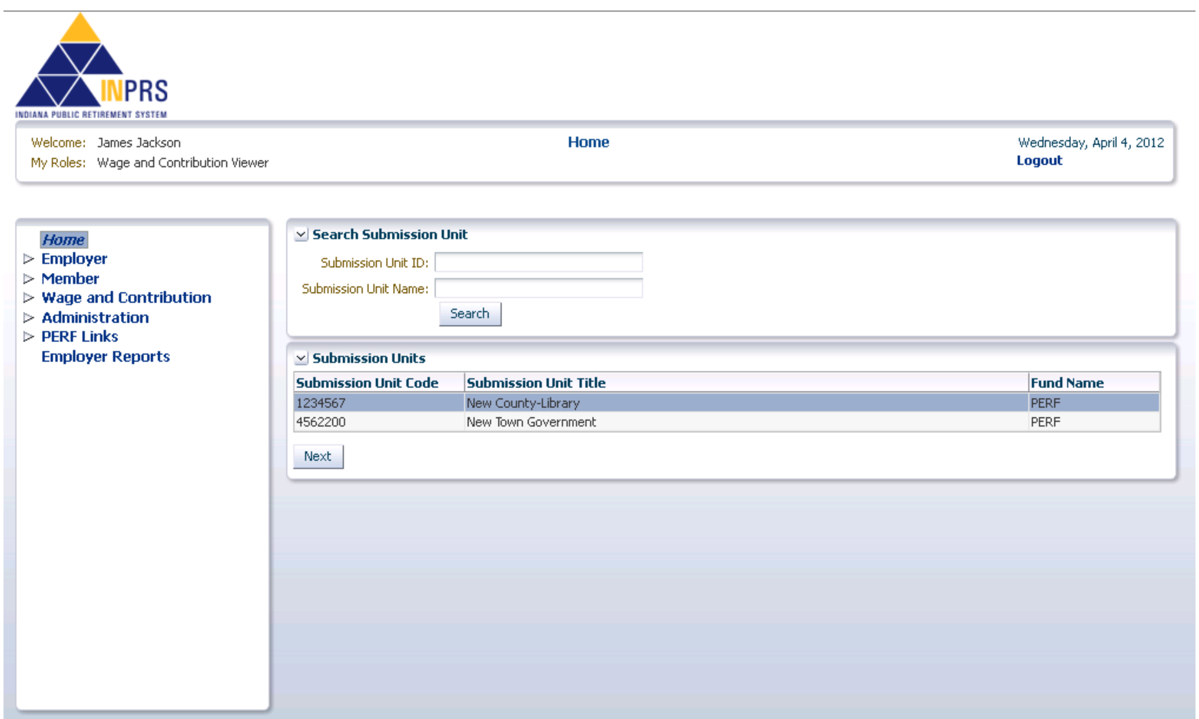
The Navigation Menu is on the left side of the ERM *Home* page, as shown in Figure 1.

The selections in the Navigation Menu are:

- Home
- Employer
- Member
- Wage and Contribution
- Administration
- PERF Links
- Employer Reports

Several selections have drop-down menus. The options available to Employer Users vary by security role. Options that are grayed out mean an Employer User does not have access.

Figure 1: ERM *Home* Page

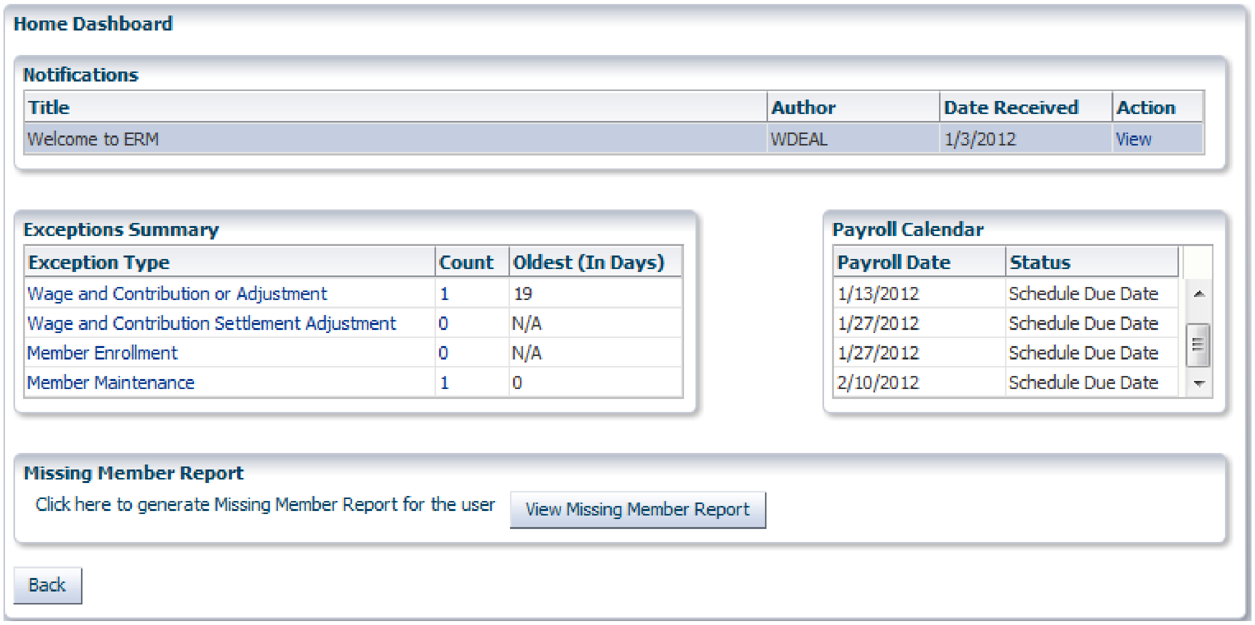


Accessing the Home Dashboard

To access the Home Dashboard:

1. Select a Submission Unit from the grid on the ERM *Home* page.
2. Click the **Next** button. The Home Dashboard for the selected Submission Unit opens, as shown in Figure 2.

Figure 2: Home Dashboard on the ERM *Home* Page



Home Dashboard

Notifications

Title	Author	Date Received	Action
Welcome to ERM	WDEAL	1/3/2012	View

Exceptions Summary

Exception Type	Count	Oldest (In Days)
Wage and Contribution or Adjustment	1	19
Wage and Contribution Settlement Adjustment	0	N/A
Member Enrollment	0	N/A
Member Maintenance	1	0

Payroll Calendar

Payroll Date	Status
1/13/2012	Schedule Due Date
1/27/2012	Schedule Due Date
1/27/2012	Schedule Due Date
2/10/2012	Schedule Due Date

Missing Member Report

Click here to generate Missing Member Report for the user View Missing Member Report

Back

The Home Dashboard has these sections for the selected Submission Unit:

- Notifications
- Exceptions Summary
- Payroll Calendar
- Missing Member Report

For detailed instructions about how to resolve member exceptions, see the "Managing the Member Enrollment and Member Maintenance Exception Queues" section in this User Manual.

Accessing and Viewing Member Management Options

Click the arrow to the left of “Member” in the Navigation Menu. A drop-down menu appears with all member management options, as shown in Figure 3. Actions associated with each option are described in Table 1.

Figure 3: Member Management Options Menu

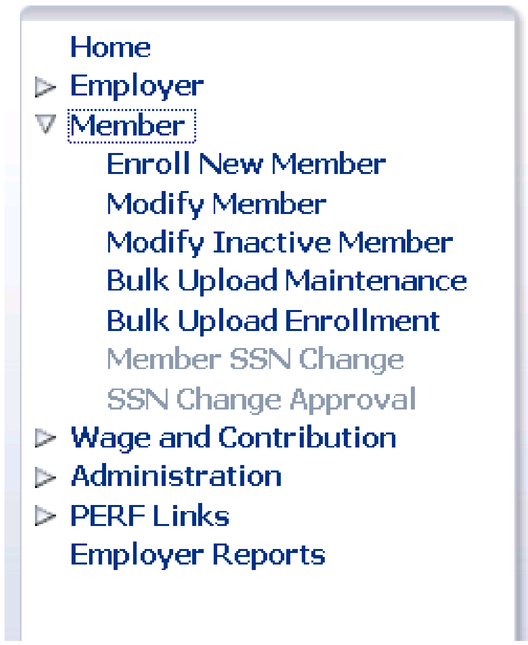


Table 1: Actions Available for Member Account Options Menu

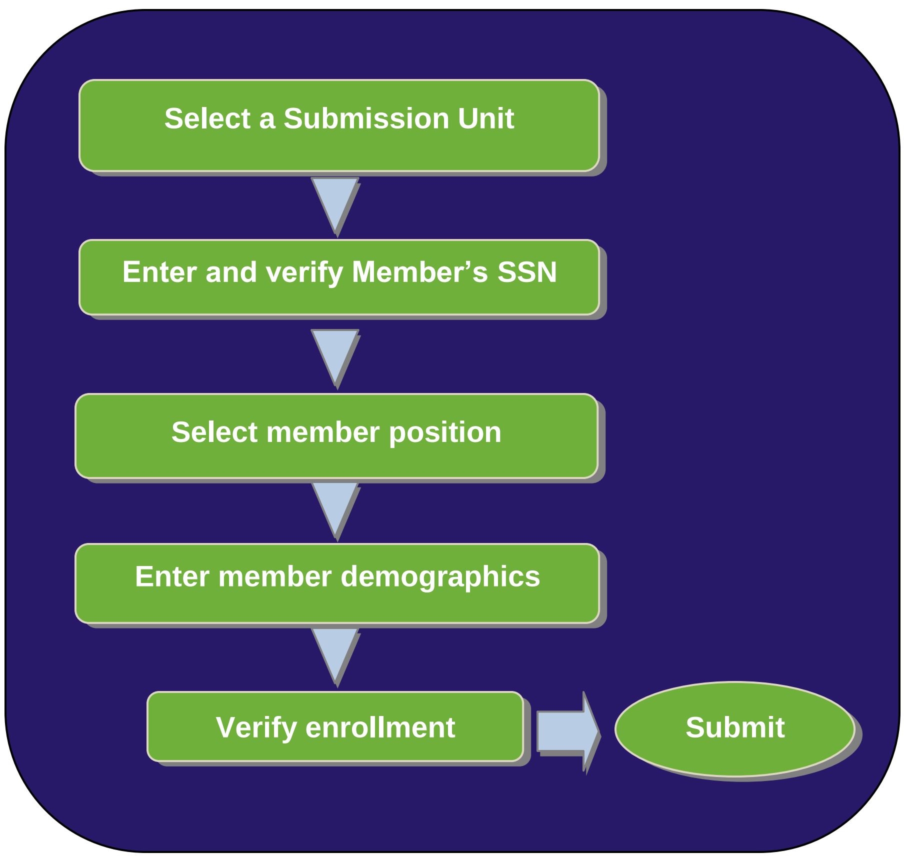
Menu Option	Action
Enroll New Member	Create a new member account in the ERM application.
Modify Member	Update information for a member account.
Modify Inactive Member	Update termination information for an inactive member.
Bulk Upload Maintenance	Make changes to multiple member accounts within a Submission Unit through a file upload.
Bulk Upload Enrollment	Enroll several members into the same Submission Unit through a file upload.
Member SSN Change	Change member SSN (INPRS Staff User-only).
SSN Change Approval	Approve a member SSN change (INPRS Staff User-only).

Enroll a New Member

To enroll a new member, complete the following steps, as shown in Figure 4:

1. Select a Submission Unit.
2. Enter and verify the member's SSN.
3. Select the member position.
4. Enter the member demographics.
5. Verify enrollment.
6. Submit (the enrollment).

Figure 4: Enroll a New Member Process Flow



Enrolling a New Member: PERF, TRF, or JU Fund

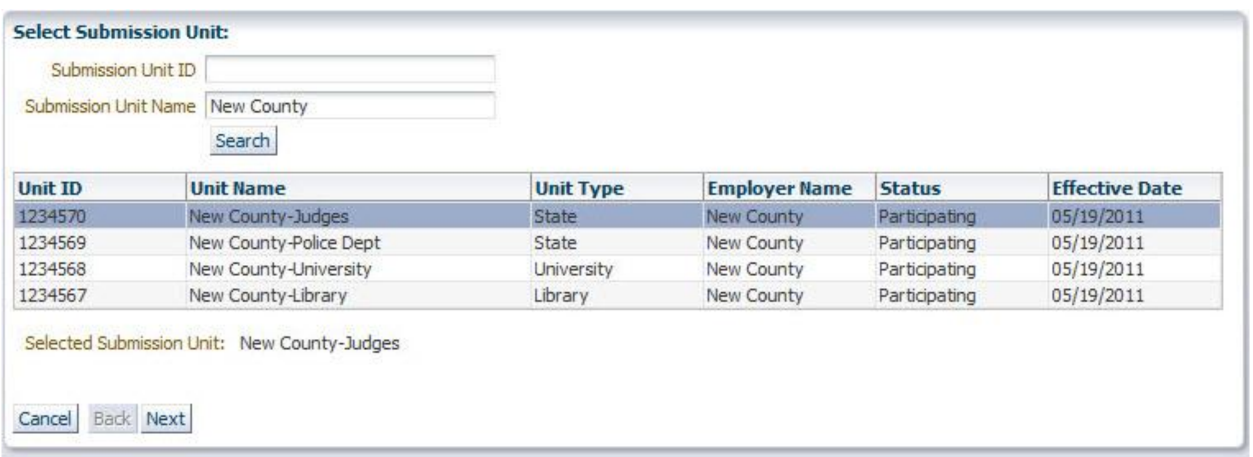
To enroll a new member into PERF, TRF, or the JU Fund:

1. Click the arrow to the left of "Member" in the Navigation Menu. A drop-down menu appears with these options:
    - Enroll New Member
    - Modify Member
    - Modify Inactive Member
    - Bulk Upload Maintenance
    - Bulk Upload Enrollment
    - Member SSN Change (INPRS Staff User-only)
    - SSN Change Approval (INPRS Staff User-only)
2. Click on "Enroll New Member."

Selecting a Submission Unit

The first screen that appears when you choose the "Enroll New Member" option is the *Select Submission Unit* screen as shown in Figure 5. Here, you choose the Submission Unit into which the new member will be enrolled.

Figure 5: *Select Submission Unit* Screen



Select Submission Unit:

Submission Unit ID

Submission Unit Name New County

Search

Unit ID	Unit Name	Unit Type	Employer Name	Status	Effective Date
1234570	New County-Judges	State	New County	Participating	05/19/2011
1234569	New County-Police Dept	State	New County	Participating	05/19/2011
1234568	New County-University	University	New County	Participating	05/19/2011
1234567	New County-Library	Library	New County	Participating	05/19/2011

Selected Submission Unit: New County-Judges

Cancel Back Next

The *Select Submission Unit* screen contains search fields that allow you to locate a Submission Unit by Submission Unit ID or Submission Unit Name.

To search for a Submission Unit by ID number:

1. Type the Submission Unit ID number in the **Submission Unit ID** field. You do not need to enter the full Submission Unit ID number.
2. Click the **Search** button.

To search for a Submission Unit by name:

1. Type the name of the Submission Unit in the **Submission Unit Name** field. You do not need to enter the full Submission Unit Name.
2. Click the **Search** button.

All Submission Unit records that match the search criteria entered, and that you have permission to view, appear in the scrollable grid found below the search fields.

To select a Submission Unit from the scrollable grid:

1. Scroll through the grid until the Submission Unit you wish to enroll a member into is visible.
2. Click the Submission Unit name.
3. Click the **Next** button to continue the member enrollment.

Verifying Member's SSN

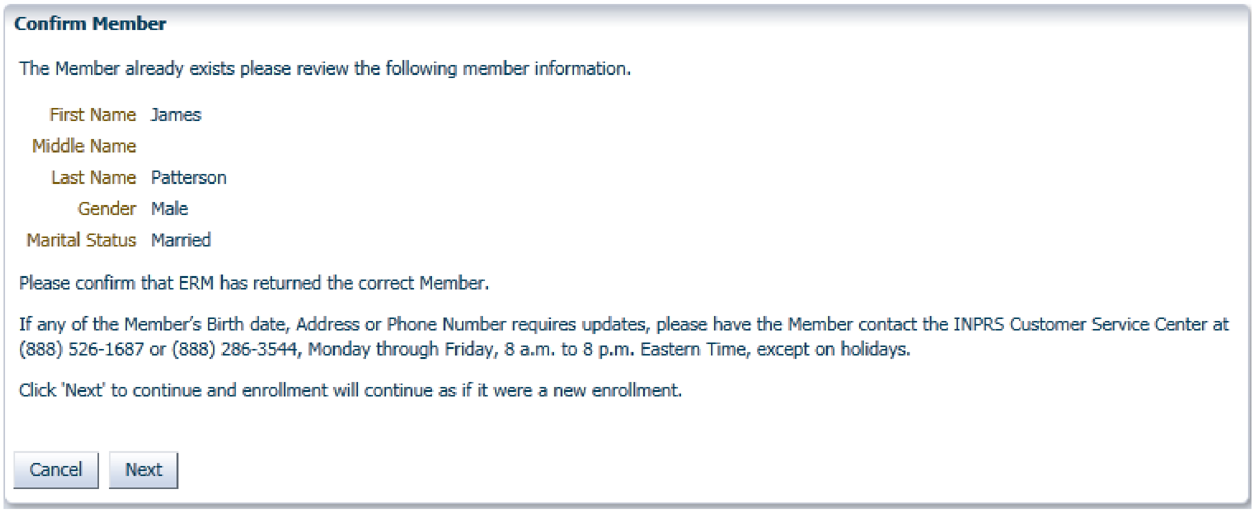
The next screen that appears is the *Enter SSN* screen, as shown in Figure 6. This screen contains two fields where you manually enter and then verify the enrolling member's Social Security Number.

Figure 6: *Enter SSN* Screen

To enter an enrolling member's SSN:

1. Type the SSN, without dashes, into the **SSN** field.
2. Retype the SSN, without dashes, in the **Reenter SSN** field.
3. Click the **Next** button. After clicking the **Next** button, the ERM application will check the SSN against existing member records.
    a. If the new member's SSN already exists but is not enrolled in the Submission Unit selected, a screen will appear, as shown in Figure 7. It displays the demographic information for the existing member, plus a notification that the member exists in the ERM application.

Figure 7: *Confirm Existing Member* Message



b. If the information displayed is for the member you are trying to enroll, click the **Next** button to continue the member enrollment.

c. If the new member's SSN exists and is enrolled in the Submission Unit, a notification appears that redirects you to the Modify Member Section, as shown in Figure 8.

Figure 8: SSN Already Enrolled with Submission Unit Notification

NOTE: If the member's SSN exists in a status that does not let him or her re-enroll into the Fund, a notification will appear. It tells the Employer User to contact INPRS because the enrollment cannot proceed.

Selecting a Member's Position

If the new member's SSN does not exist, the *Select Position* screen appears for the Fund the member is being enrolled in. The information required on the screen depends on the Fund.

Selecting a Member Position for PERF

To select a member position for PERF:

1. Make a selection from the drop-down menu associated with the **Is Member in a Covered Position?** Field shown in Figure 9.

    a. If the member is employed in one of the covered positions listed on the screen, select "Yes."

   b. If the member is not in a covered position, select "No." If the member is not in a covered position, a notification appears stating the enrollment cannot proceed.

2. Make a selection from the drop-down menu associated with the **Is Member an Elected Official?** Field also shown in Figure 9.
   a. If the member is an elected official, select "Yes." A new screen section appears, which contains a list of elected positions:
      - County Auditor
      - County Clerk
      - County Recorder
      - County Treasurer
      - Coroner
      - Sheriff
      - State Elected Auditor
      - State Elected Treasurer
      - State Elected Secretary
      - County Surveyor
      - Any Elected Official Not Listed Above
   b. Click the member's elected position.
   c. If the member is not an elected official, select "No."
3. Click the **Next** button.

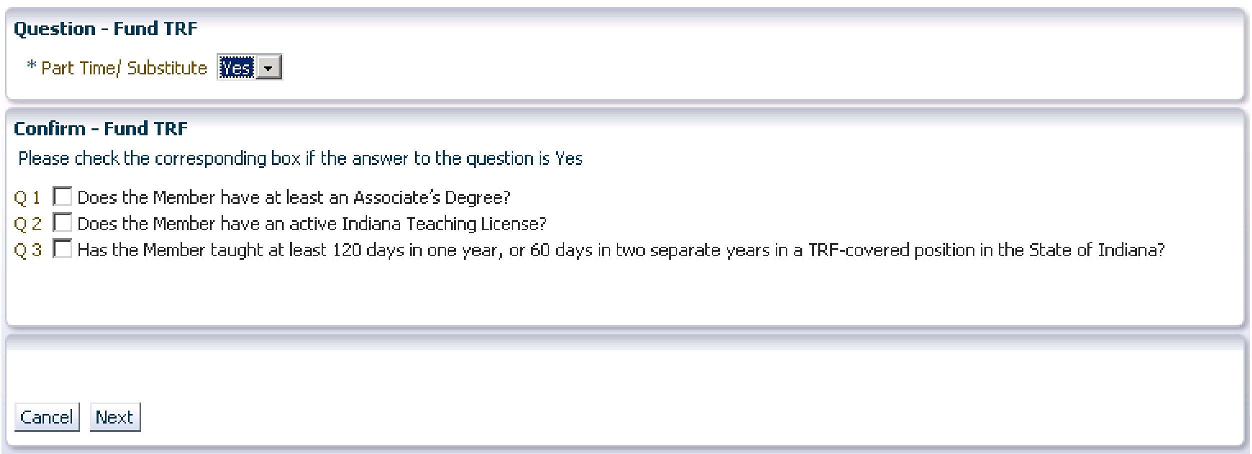
Figure 9: *Select Position – Fund PERF* Screen

Selecting a Member Position for TRF

To select a member position for TRF:

1. Choose "Yes" or "No" from the drop-down menu next to the **Part Time/ Substitute** field.
2. Choosing "Yes'' will produce a new screen section titled Confirm - Fund TRF under the **Part Time/ Substitute** field, as shown in Figure 10.
3. Answer each question in the Confirm - Fund TRF section of the *Select Position* screen. If the member does not meet all of the criteria given, a notification appears stating the enrollment cannot proceed.
4. Click the **Next** button.

Figure 10: *Select Position* Screen: Confirm - Fund TRF

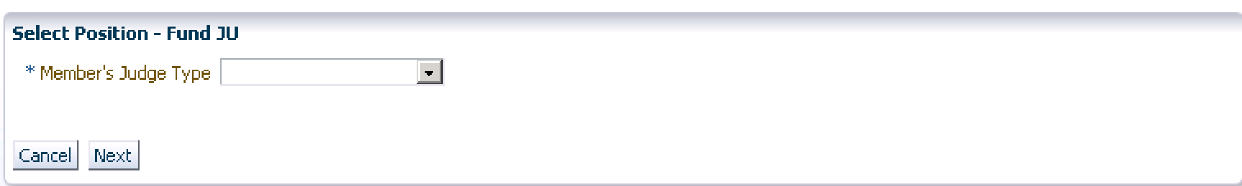


Selecting a Member Position for the JU Fund

To select a member position for the JU Fund:

1. Choose the member's position title from the drop-down menu next to the **Member's Judge Type** field, as shown in Figure 11. The menu includes the following:
    - Appeals Court Judge
    - Circuit Court Judge
    - County Court Judge
    - Criminal Court Judge
    - Juvenile Court Judge
    - Magistrate – Full-Time
    - Magistrate – Juvenile
    - Municipal Court Judge
    - Probate Court Judge
    - Superior Court Judge
    - Supreme Court Judge
    - Tax Court Judge
2. Click the **Next** button.

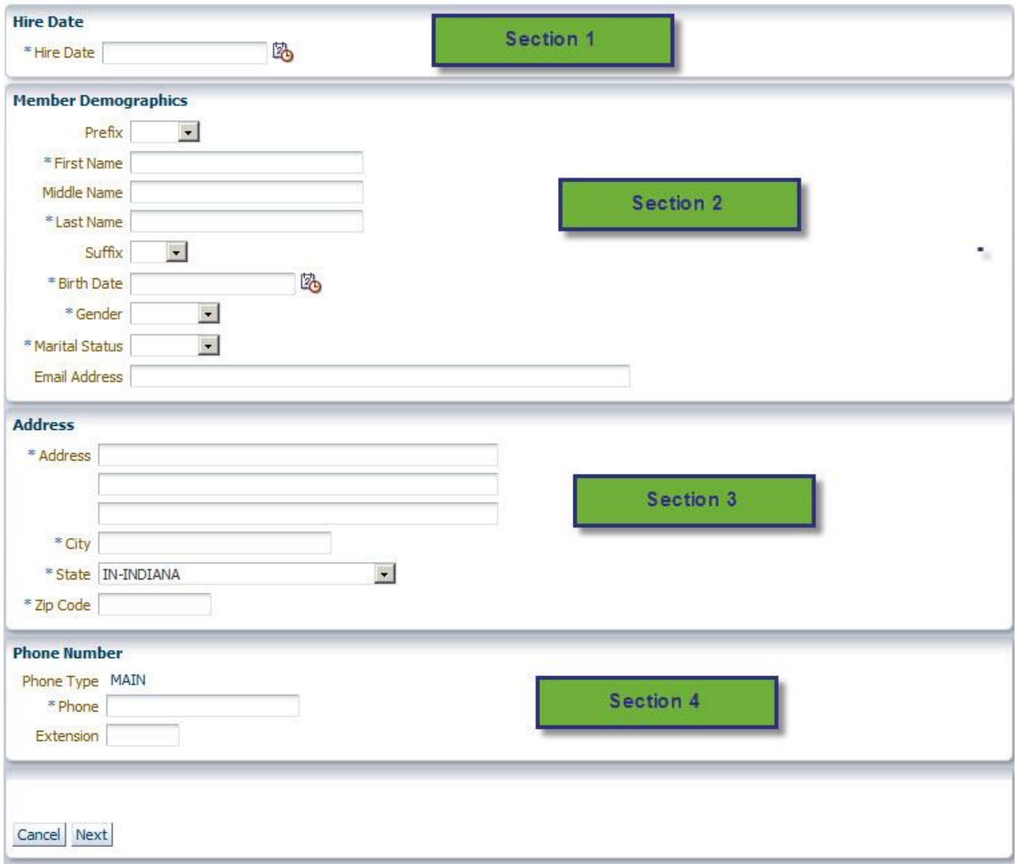
Figure 11: *Select Position – Fund JU* Screen



Entering Member Demographics

Once you have selected the member's position, the *Create New Member* screen opens, as shown in Figure 12. Enter demographic information on this screen.

Figure 12: *Create New Member* Screen



To enter member demographics into the *Create New Member* screen:

1. Type the member's hire date in the **Hire Date** field in Section 1. The required format for the field appears in a pop-up bubble when you click the **Hire Date** field.
2. Type the following member demographics into the fields in Section 2:
    - Prefix
    - First Name (view-only for members who already exist in ERM)
    - Middle Name (view-only for members who already exist in ERM). This field is not required.
    - Last Name (view-only for members who already exist in ERM)
    - Suffix. This field is not required.

- Birth Date (MM/DD/YYYY) (view-only for members who already exist in ERM). The required format for the field appears in a pop-up bubble when you click on the **Birth Date** field.
- Gender
- Marital Status
- Email Address (Required for full-time TRF members)

3. Type the following member address information into the fields in Section 3:
    - Address (view-only for members who already exist in ERM)
    - City (view-only for members who already exist in ERM)
    - State (view-only for members who already exist in ERM)
    - Zip (view-only for members who already exist in ERM)
4. Type the member's phone number and extension into the fields in Section 4:
    a. The phone type will default to "Main."
    b. Type the member's phone number into the **Phone** field. The required format for the field appears in a pop-up bubble when you click the **Phone** field (view-only for members who already exist in ERM).
    c. If a particular extension is required, type this number in the **Extension** field.
5. Click the **Next** button when you are finished. All required fields, denoted with an asterisk (*), should now be completed.

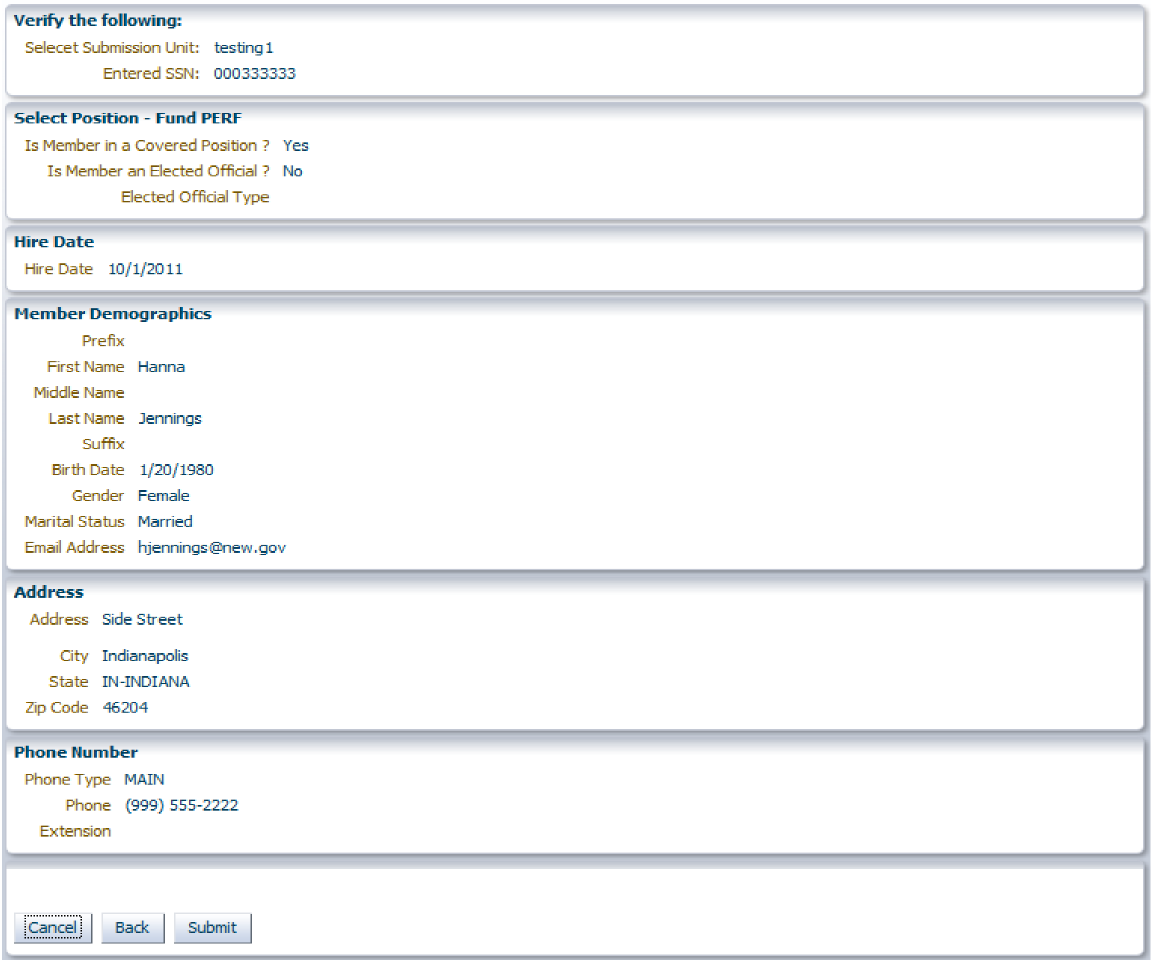
Verifying Member Enrollment Summary

Once you have provided all the required demographic information, you will need to verify that the information is correct.

After clicking the **Next** button, the *Verify Member Enrollment* screen opens, as shown in Figure 13. You should:

1. Verify all information on the screen.
2. Click the **Back** button if any information is incorrect. Continue until you reach the screen that displays the field containing the incorrect information.
    a. Type the correct information into the field.
    b. Click the **Next** button until the *Verify Member Enrollment* screen reappears.
3. Click the **Submit** button when all required fields are complete and the information is correct.

Figure 13: *Verify Member Enrollment* Screen

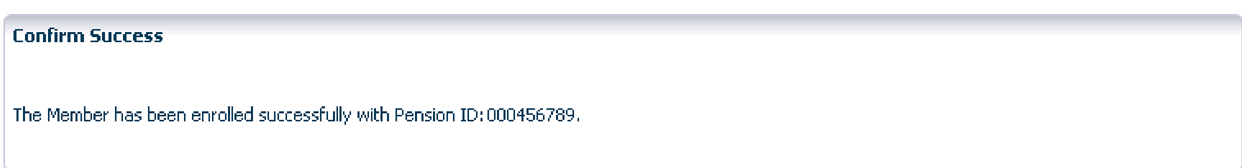


Confirming Member Enrollment

When you click the **Submit** button on the *Verify Member Enrollment* screen, the ERM application will assign a Pension ID number for the newly enrolled member. If the member already existed in the system, the Pension ID will remain the same.

A confirmation screen displaying the assigned Pension ID number appears, as shown in Figure 14.

Figure 14: *Confirm Member Enrollment Summary* Screen



Enrolling a New Member: '77 Fund

To enroll a new member into the '77 Fund:

1. Click the arrow to the left of "Member" in the Navigation Menu. A drop-down menu appears. The options in this menu are:
    - Enroll New Member
    - Modify Member
    - Bulk Upload Maintenance
    - Bulk Upload Enrollment
    - Member SSN Change (INPRS Staff User-only function)
    - SSN Change Approval (INPRS Staff User-only function)
2. Choose "Enroll New Member" from the drop-down menu.

Selecting a Submission Unit, Verifying Member SSN

To select a Submission Unit for a '77 Fund enrollment, follow the same steps as selecting a Submission Unit for a PERF, TRF, or JU Fund enrollment. See the "Enrolling a New Member: PERF, TRF, or JU Fund" section.

Verifying Member Social Security Number (SSN)

To verify a new member's SSN for a '77 Fund enrollment, follow the same steps as verifying a new member's SSN for a PERF, TRF, or JU Fund enrollment. See the "Enrolling a New Member: PERF, TRF, or JU Fund" section.

Selecting a Member Position for the '77 Fund

This is not required for the '77 Fund.

Entering Member Demographics

Once you have verified the new member's SSN, the *Create New Member* screen opens, as shown in Figure 15. Use the different sections to provide demographic information for the new member.

To enter member demographics into the *Create New Member* screen:

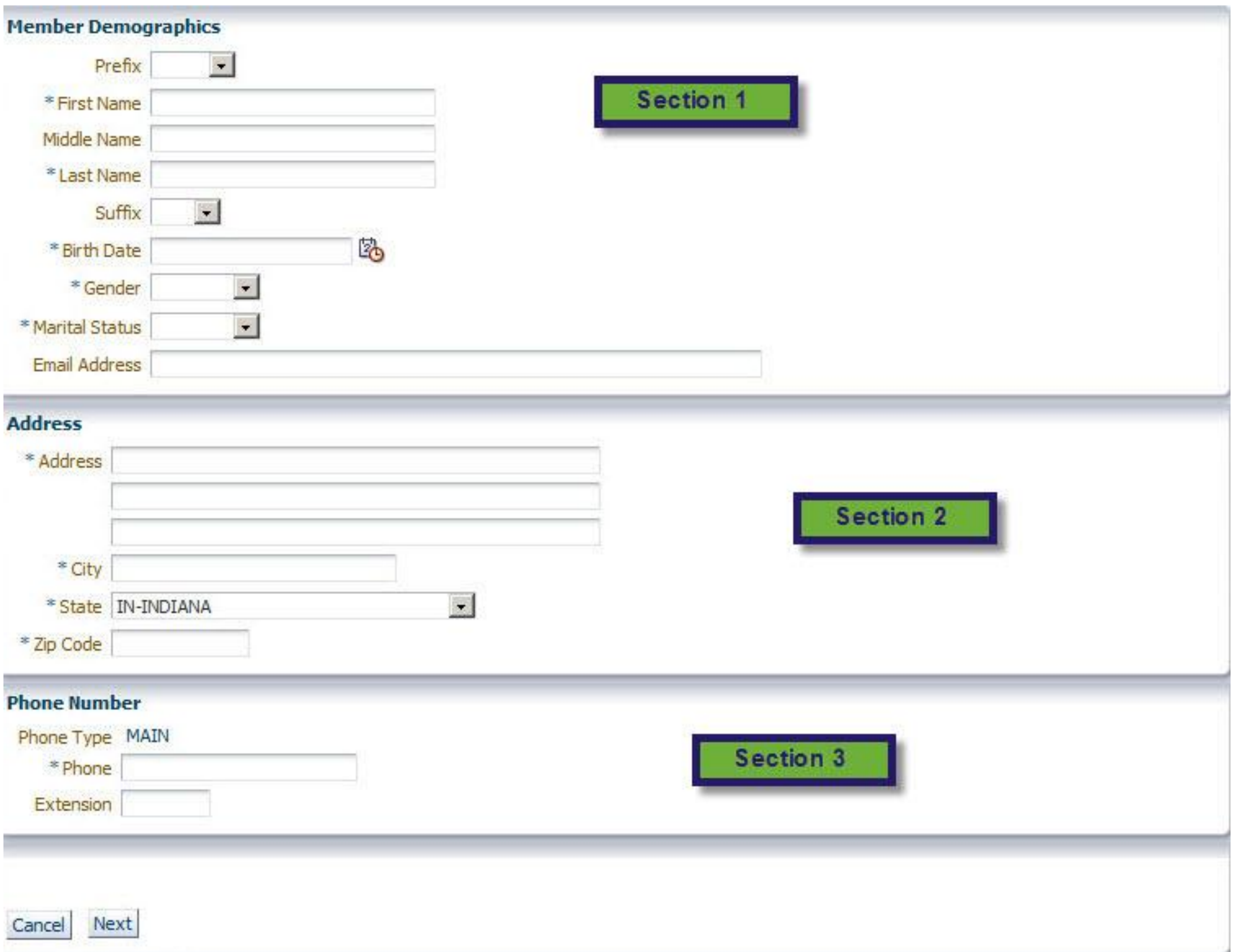
1. Section 1 of the *Create New Member* screen usually contains the **Hire Date** field. For '77 Fund enrollments, however, the member's hire date cannot be entered until INPRS receives the results from the member's Statewide Baseline Examination. Once INPRS receives this information, INPRS Staff will contact you by phone or email to notify you to enter the member's hire date. This field is not visible during member enrollment for the '77 Fund.

2. Type additional member demographics into the fields in Sections 1, 2 and 3of the *Create New Member* screen.

   For ‘77 Fund enrollments, the ERM application will calculate the member’s age based on the date entered into the **Birth Date** field. If the member’s age is equal to or greater than 36 years, a notification appears that enrollment cannot continue. However, if the member is rehired into the ‘77 Fund, he or she can be 36 years or older.

3. Click the **Next** button when you are finished. All required fields, denoted with an asterisk (*), should now be completed.

Figure 15: '77 Fund *Create New Member* Screen

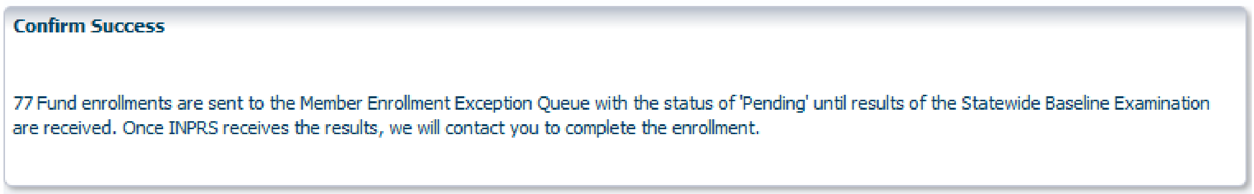


Verifying Member Enrollment Summary

When enrolling new members into the ‘77 Fund, members are placed into the Exception Queue until results of their Statewide Baseline Examination are received by INPRS. The Exception Queue notification is shown in Figure 16.

Please see the “Managing the Member Enrollment and Member Maintenance Exception Queues” section of this user manual on how to complete the enrollment process.

Figure 16: *'77 Fund Enrollment Exception Queue Notification* Screen



Modify a Member

Employer Users can modify specific information associated with member accounts in the ERM application, including:

- First, Middle and Last Name
- Gender
- Marital Status
- Member Fund Information (PERF and TRF only)
- Life Events

Locating a Member Account

To locate a member account, select “Member” in the Navigation Menu, then choose “Modify Member” from the drop-down menu. This opens the *Modify Member* screen, as shown in Figure 17. The screen’s search fields let you locate a member account using the member’s:

- Last name the last four digits of the member’s SSN, or
- Full SSN, or
- Pension ID

Figure 17: Search Member Section of the *Modify Member* Screen

Searching for a Specific Member Account

To search for a member using the member’s last name and last four digits of the member’s SSN:

1. Type the member’s last name into the **Last Name** field.
2. Type the last four digits of the member’s SSN in the **Last 4 SSN** field.
3. Click the **Search** button.

To search for a member using his or her full SSN:

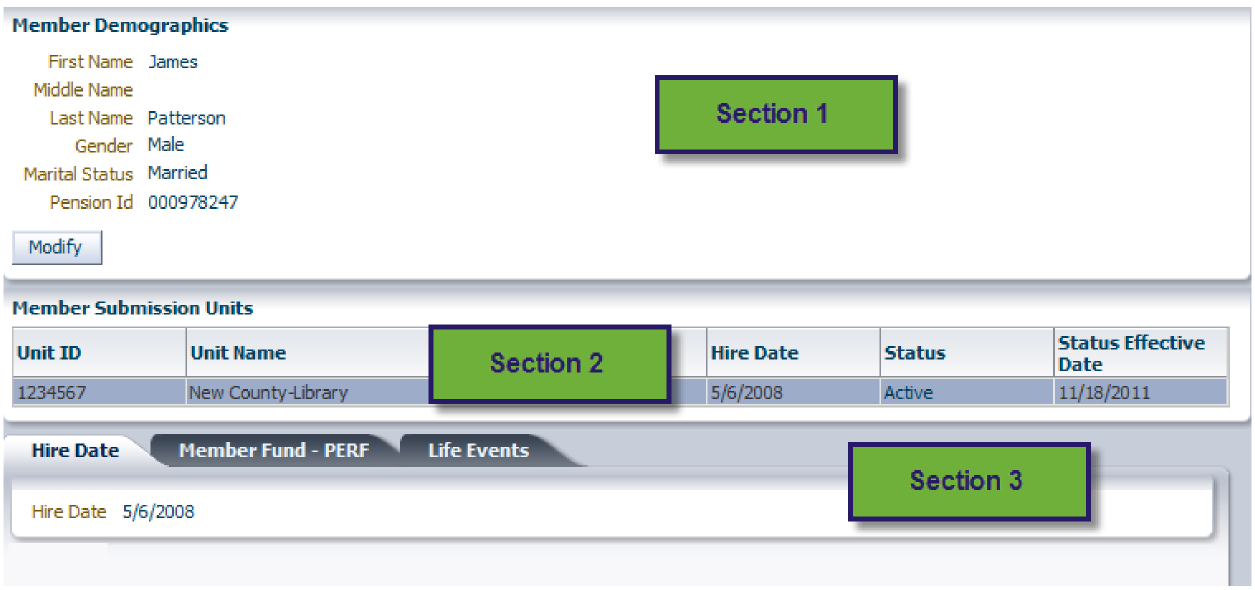
1. Type the entire SSN, without the dashes, into the **Full SSN** field.
2. Click the **Search** button.

To search for a member using the member's Pension ID number:

1. Type the nine-digit Pension ID into the **Pension ID** field.
2. Click the **Search** button.

Information for the member whose record matches the data entered into the search field(s) will appear on the bottom of the *Modify Member* screen. This bottom portion of the screen contains three sections, as shown in Figure 18.

Figure 18: Search Member Results on the *Modify Member* Screen



Section 1 contains member demographic information, including:

- First, Middle and Last Name
- Gender
- Marital status
- Pension Id

Section 2 contains a scrollable grid listing all Submission Units in which the member is enrolled.

Section 3 displays tabs which contain the following member information related to the Submission Unit selected in Section 2:

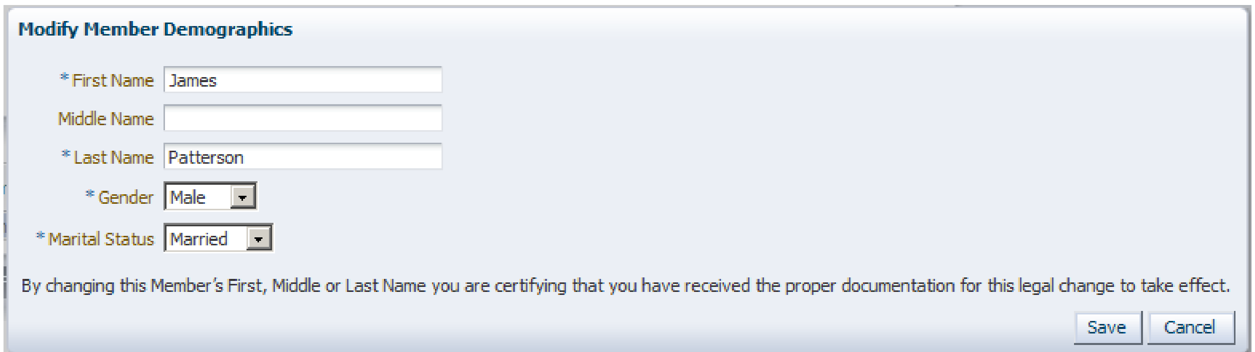
- Hire Date
- Member Fund (PERF and TRF only)
- Life Events

Managing Member Demographics

Section 1 of the *Modify Member* screen allows Employer Users modify certain member demographics. To modify member demographics:

1. Click the **Modify** button. The Modify Member Demographics pop-up box appears, as shown in Figure 19. The pop-up box contains the following fields:
    - First, middle and last name
    - Gender
    - Marital status

Figure 19: Modify Member Demographics Pop-Up Box



2. Type the correct information or click the arrow next to the field that needs to be modified.
3. Choose the appropriate option from the drop-down menu.
4. Click the **Save** button. All required fields, denoted with an asterisk (*), must be completed before saving.

NOTE: Only the names of active members of a Submission Unit can be changed. By changing the member's name, you are certifying that you have received copies of the proper legal paperwork necessary to make this change.

Managing Member Submission Units

NOTE: Member Submission Unit information is view-only and cannot be modified.

Managing Member Hire Date, Fund Information and Life Events

The tabs at the bottom of the *Modify Member* screen allow Employer Users to modify Fund details (PERF and TRF only) and add Life Events. For members associated with more than one Submission Unit, the information displayed on these tabs will change depending upon the Submission Unit selected in Section 2.

Modifying a Member Hire Date

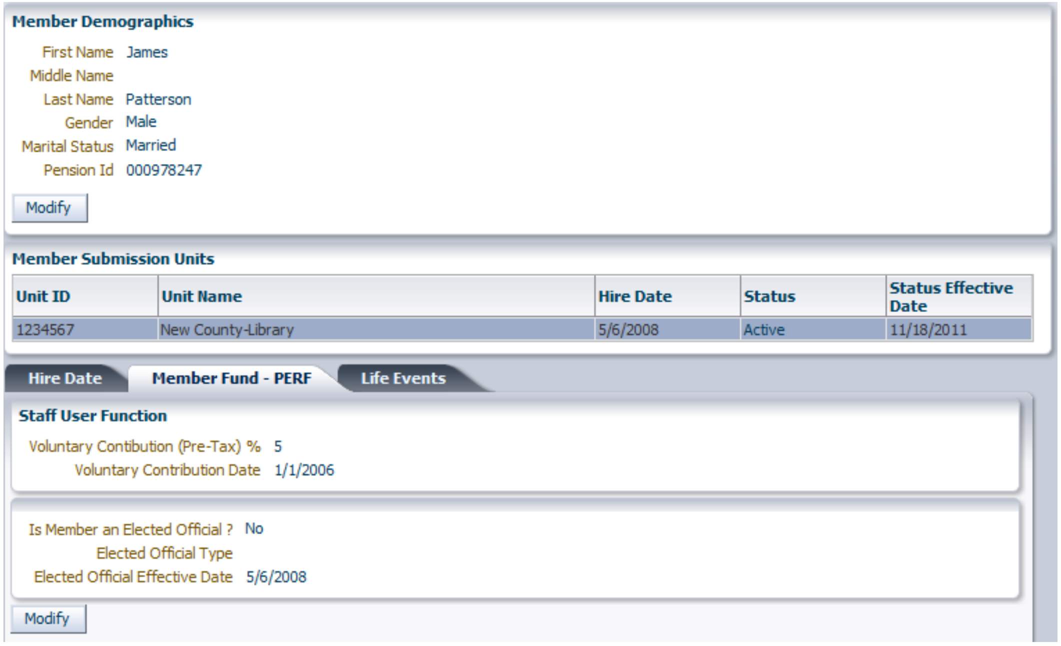
NOTE: Member hire date information is view-only. Employer Users cannot modify a member's hire date. Please contact INPRS if a member's hire date needs to be modified.

Modifying Member Fund Details

Member Fund details can be modified using the Member Fund tab, as shown in Figure 20. This tab appears only if the member participates in at least one of the following Funds:

- PERF
- TRF

Figure 20: Member Fund - PERF Tab on the *Modify Member* Screen



Modifying Member Fund Details for PERF

To modify member Fund information for PERF:

1. Click the **Modify** button below the Member Fund - PERF tab. This opens the Modify Member Fund PERF pop-up box, as shown in Figure 21. The pop-up box has these fields:

    - Is Member an Elected Official?
    - Elected Official Type. If the member is an Elected Official, the type is required.
    - Elected Official Effective Date. If the **Is Member an Elected Official?** field is modified, the **Elected Official Effective Date** field must be modified.

Figure 21: Modify Member Fund PERF Pop-Up Box

2. Select the field you wish to modify. Select the correct option from the drop-down menu or type the updated member Fund information into the appropriate field.
3. Click the **Save** button. All required fields, denoted with an asterisk (*), must be completed before saving.

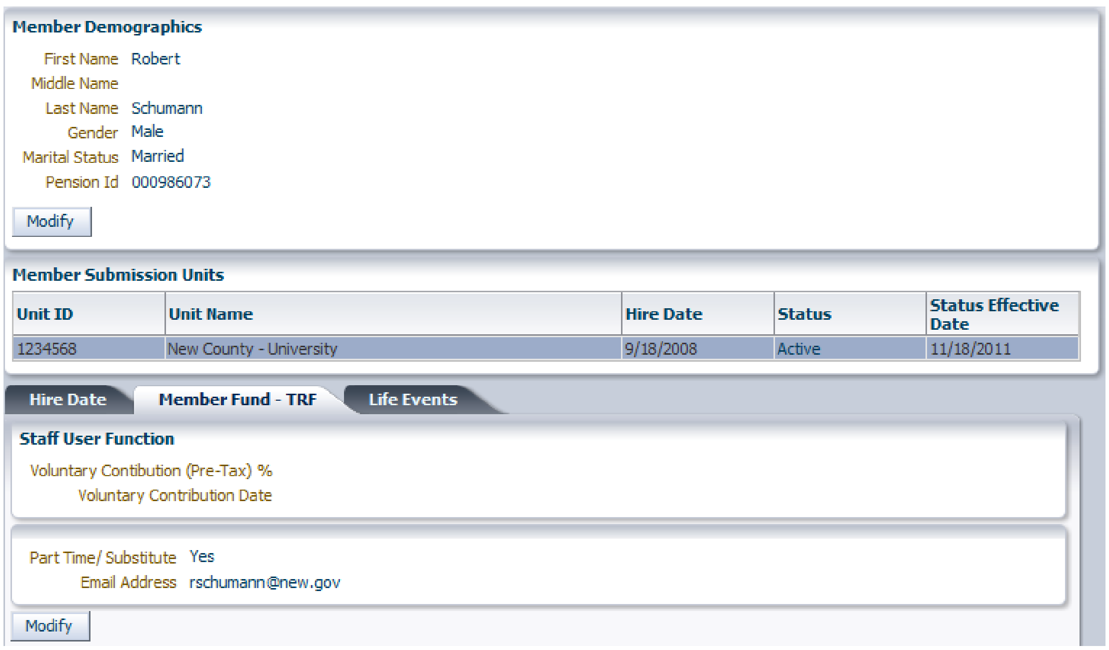
NOTE: Member Voluntary (Pre-Tax) % field will appear only if the Submission Unit has elected to participate in the Voluntary Pre-Tax Program. This field is view-only for Employer Users. If you believe this information is incorrect, please contact INPRS.

Modifying Member Fund Details for TRF

To modify member Fund information for TRF:

1. Click the **Modify** button below the Member Fund - TRF tab, as shown in Figure 22. This opens the Modify Member Fund -TRF pop-up box, as shown in Figure 23.

Figure 22: Member Fund - TRF Tab on the *Modify Member* Screen



2. If the value entered in the Part Time/Substitute field changes from “Yes” to “No,” you will need to provide an email address for the member. A new field will appear in the pop-up box, as shown in Figure 23.

Figure 23: Modify Member Fund - TRF Part Time/ Substitute Status Change

3. Select the field you wish to modify.
4. Select the correct option from the drop-down menu or type the updated member Fund information into the appropriate field.
5. Click the **Save** button. All required fields, denoted with an asterisk (*), must be completed before saving.

NOTE: Member Voluntary (Pre-Tax) % field will appear only if the Submission Unit has elected to participate in the Voluntary Pre-Tax Program. This field is view-only for Employer Users. If you believe this information is incorrect, please contact INPRS.

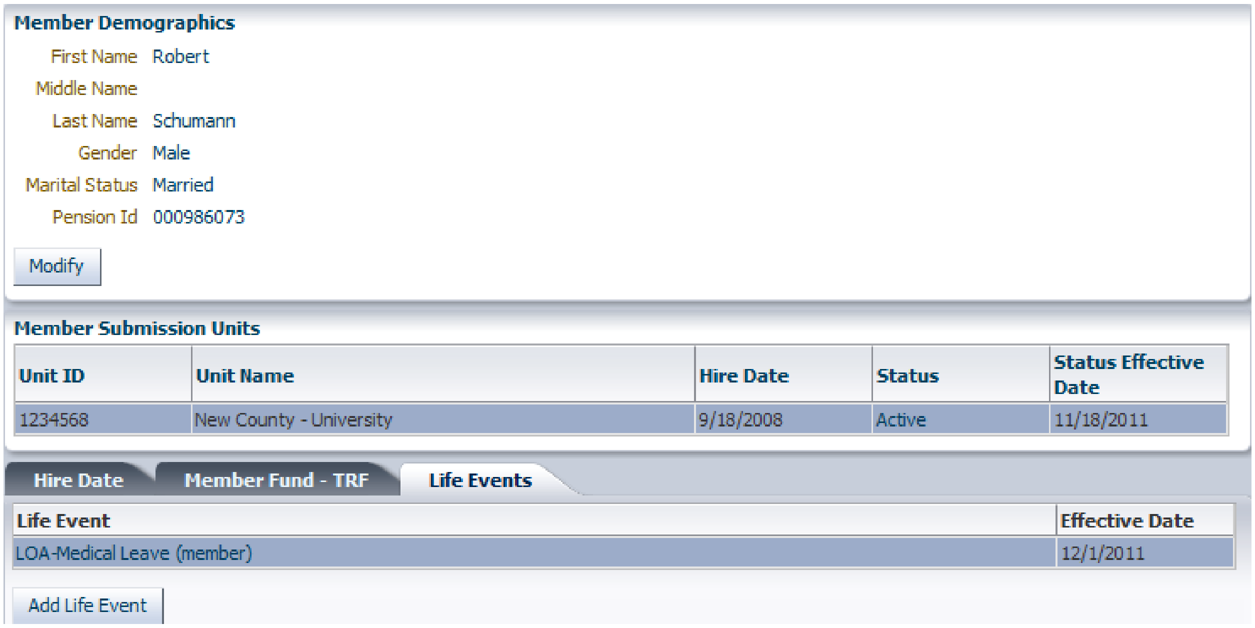
Modifying Member Fund Details for the ‘77 and JU Funds

There is no member Fund information to modify in the ‘77or JU Funds

Modifying Member Life Events

Employer Users have the ability to modify member Life Events through the Life Events tab on the *Modify Member* screen, as shown in Figure 24.

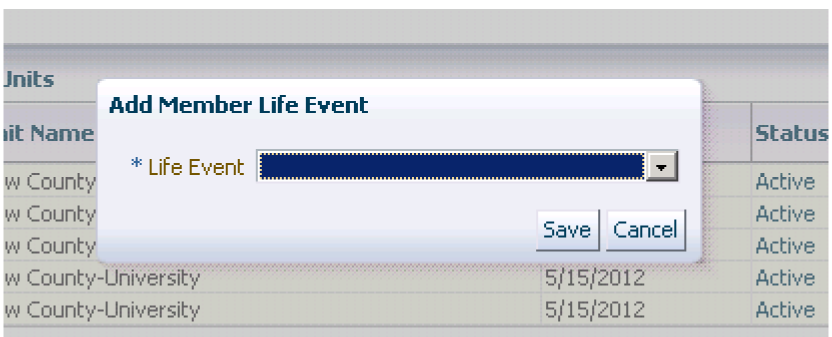
Figure 24: Life Events Tab on the *Modify Member* Screen



To modify a member Life Event:

1. Click the **Add Life Event** button below the Life Events tab. This opens the Add Member Life Event pop-up box, as shown in Figure 25.

Figure 25: Add Member Life Event Pop-Up Box



2. Click the arrow to the right of the **Life Event** field. Choose the appropriate Life Event from the drop-down menu. Depending on the Life Event chosen, additional information may be required.

   a. If the Life Event is a change from a covered to a non-covered position within the same Submission Unit:

      i. Select the "Covered to Non-covered Position" option from the **Life Event** field drop-down menu.

ii. Type the last day the member will be in the covered position into the **Last Day in Covered Position** field. The required format for this field appears in a pop-up bubble when you click the field. For more information on the definition of this field, see the Glossary of Important Terms in this user manual.

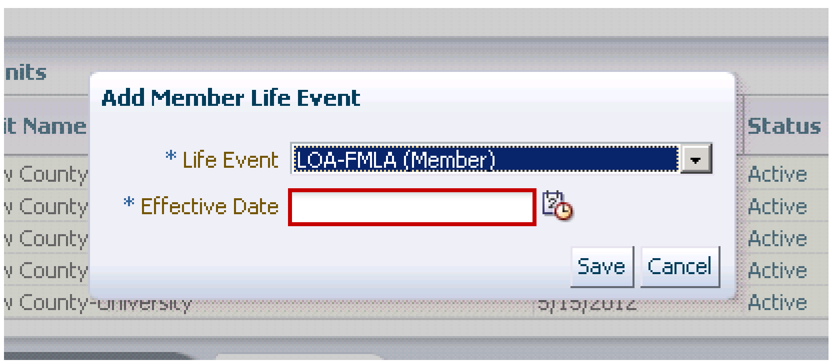
NOTE: If a member goes from a non-covered position to a covered position, this is considered a new enrollment and you will have to enroll the member into the correct Submission Unit.

b. If the Life Event is the beginning of a leave of absence:

i. Select the appropriate leave option from the **Life Event** field drop-down menu, as shown in Figure 26.

ii. Enter the leave effective date into the **Effective Date** field. The required format for this field appears in a pop-up bubble when you click the field.

Figure 26: Add Member Life Event Pop-Up Box - Leave of Absence



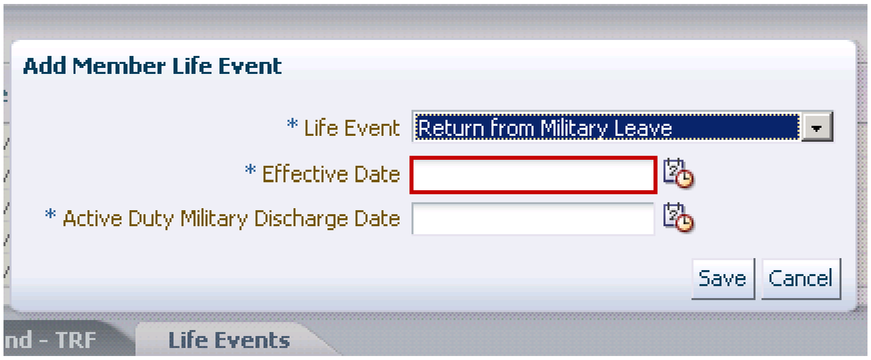
c. If the Life Event is a return from a leave of absence:

i. Select the correct "Return from Leave" option from the **Life Event** field drop-down menu.

ii. Type the date the member will return from leave into the **Effective Date** field, as shown in Figure 27. The required format for this field appears in a pop-up bubble when you click the field.

iii. If the member is returning from a military leave, enter the date the member was released from active duty in the **Active Duty Military Discharge Date** field. The required format for this field appears in a pop-up bubble when you click the field.

Figure 27: Add Member Life Event Pop-Up Box – Return from Leave



d. If the Life Event is placing a member on suspension (only applicable for '77 Fund):

   i. Select the "Suspended" option from the **Life Event** field drop-down menu.

   ii. In the **Effective Date** field, type the date the member's suspension takes effect. The required format for this field appears in a pop-up bubble when you click the field.

e. If the Life Event is removing a member from suspension (only applicable for '77 Fund):

   i. Select the "Return from Suspension" option from the **Life Event** field drop-down menu.

   ii. In the **Effective Date** field, type the date the member's return from suspension takes effect. The required format for this field appears in a pop-up bubble when you click the field.

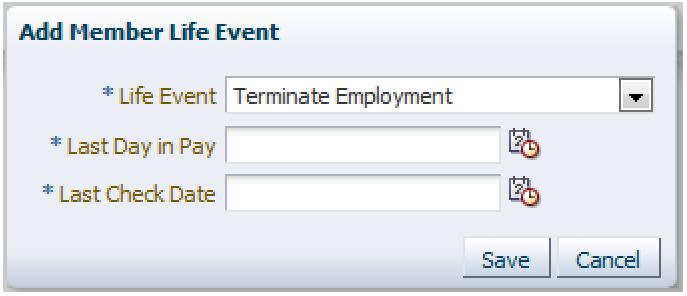
f. If the Life Event is a termination:

   i. Select "Terminate Employment" from the **Life Event** field drop-down menu, as shown in Figure 28.

   ii. Type the member's termination date into the **Last Day in Pay** field, shown in Figure 28. The required format for this field appears in a pop-up bubble when you click the field. For more information about the definition of this field, see the Glossary of Important Terms in this user manual.

   iii. Type the date of the member's last paycheck into the **Last Check Date** field, shown in Figure 28. The required format for this field appears in a pop-up bubble when you click the field. For more information about the definition of this field, see the Glossary of Important Terms in this user manual.

Figure 28: Add Member Life Event – Termination

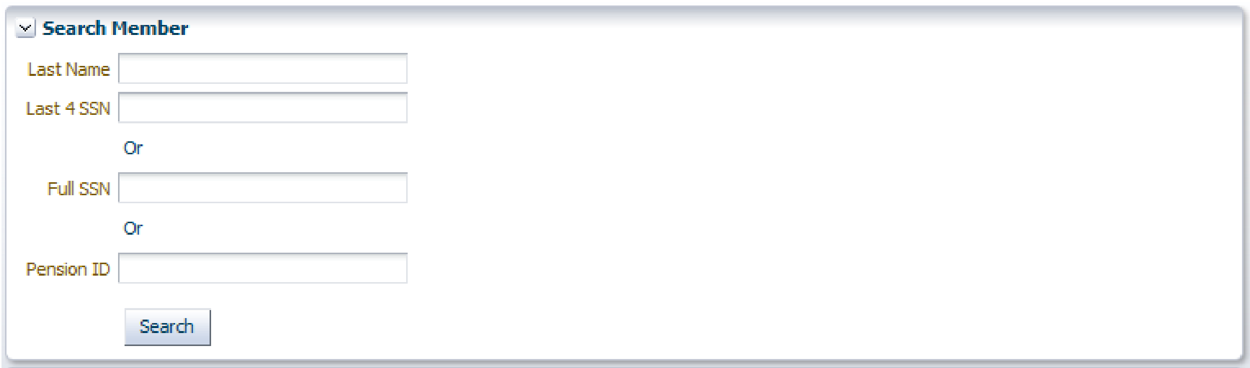


3. Click the **Save** button. All required fields, denoted with an asterisk (*), must be completed before saving.

Modify an Inactive Member

Employer Users can modify a member's termination dates by using the "Modify Inactive Member" option under "Member" in the left-hand side Navigation Menu. Choosing this option opens the *Search Member* screen, as shown in Figure 29.

Figure 29: *Search Member* Screen



The top section of the *Search Member* screen contains search fields that allow you to locate an inactive member's account using the following information:

- The member's last name AND the last four digits of the member's SSN, or
- The member's full SSN, or
- The member's Pension ID

Searching for a Specific Member Account

To search for a member using the member's last name and last four digits of the member's SSN:

1. Type the member's last name into the **Last Name** field.
2. Type the last four digits of the member's SSN in the **Last 4 SSN** field.
3. Click the **Search** button.

To search for a member using the member's full SSN:

1. Type the member's SSN, without the dashes, into the **Full SSN** field.
2. Click the **Search** button.

To search for a member using the member's Pension ID number:

1. Type the member's nine-digit Pension ID into the **Pension ID** field.
2. Click the **Search** button.

Information for the member whose record matches the data entered into the search fields will appear on the bottom of the *Modify Inactive Member* screen. This screen contains three sections, as shown in Figure 30.

Figure 30: *Modify Inactive Member* Screen

Section 1 contains view-only member demographic information, including:

- First Name, Middle Name, and Last Name
- Gender
- Marital status

Section 2 contains a grid listing the member's inactive Submission Unit(s). This information is view-only.

Section 3 displays the member's termination information.

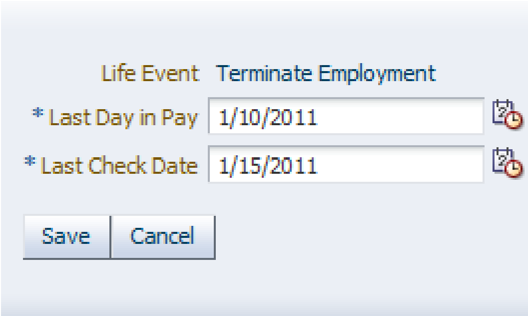
Modifying an Inactive Member's Termination-Related Dates

Employer Users have the ability to modify an inactive member's termination dates through the Life Events section on the *Modify Inactive Member* screen, as shown in Figure 30.

To modify an inactive member's termination dates:

1. Click the *Modify* hyperlink in the "Action" column of the Life Events table. This opens the Modify Termination Dates pop-up box, as shown in Figure 31.

Figure 31: Modify Termination Dates Pop-Up Box

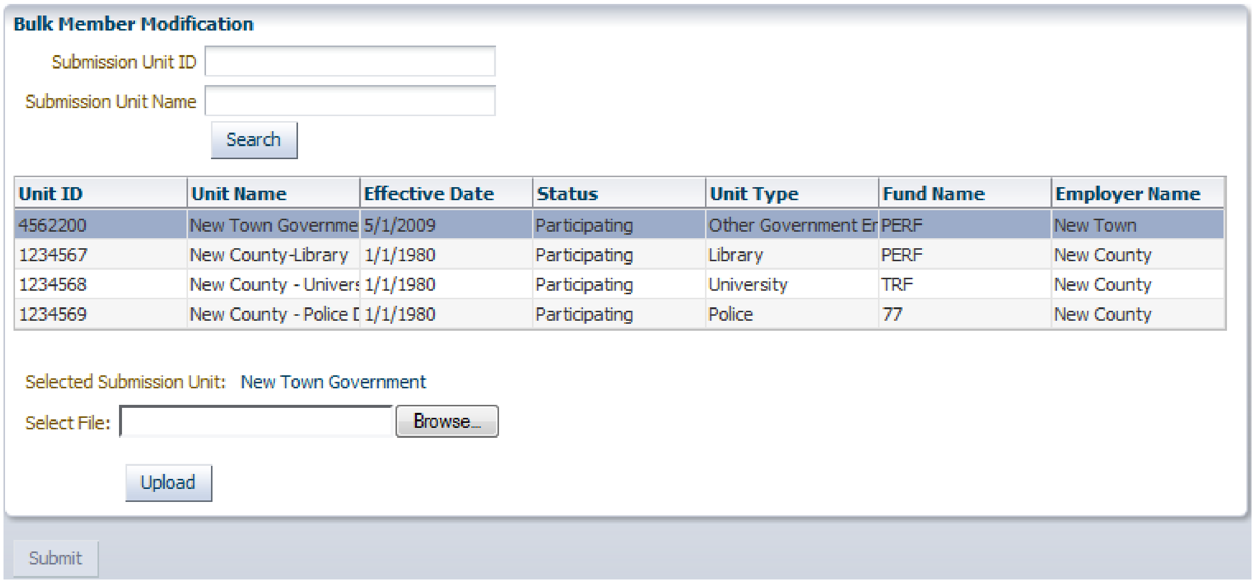


2. Type the member's updated termination date into the **Last Day in Pay** field, shown in Figure 31. The required format for this field appears in a pop-up bubble when you click the field. For more information about the definition of this field, see the Glossary of Important Terms in this user manual.
3. Type the date of the member's last paycheck into the **Last Check Date** field, shown in Figure 28. The required format for this field appears in a pop-up bubble when you click the field. For more information about the definition of this field, see the Glossary of Important Terms section in this user manual.
4. Click the **Save** button. All required fields, denoted with an asterisk (*), must be completed before saving.

Bulk Upload Member Maintenance

Employer Users can manage large groups of members from the same Submission Unit using the "Bulk Upload Maintenance" option under "Member" in the Navigation Menu. Choosing this option opens the *Bulk Member Modification* screen, as shown in Figure 32.

Figure 32: *Bulk Member Modification* Screen



Searching for a Submission Unit Account

The top of the *Bulk Member Modification* screen displays two search fields that allow you to locate a Submission Unit by either Submission Unit ID number or name.

To search for a Submission Unit by ID number:

1. Type the Submission Unit ID number into the **Submission Unit ID** field. You do not need to enter the full Submission Unit ID number.
2. Click the **Search** button.

To search for a Submission Unit account by name:

1. Type the name of the Submission Unit into the **Submission Unit Name** field. You do not need to enter the full name of the Submission Unit.
2. Click the **Search** button.

The middle of the screen contains a scrollable grid for Submission Unit information. All Submission Units that match the search criteria entered in either the **Submission Unit ID** or **Submission Unit Name** field, and that a user's individualized security role allows him/her to access, will appear in the grid below the search fields. Choose the appropriate Submission Unit from the grid.

The bottom of the screen contains a field that displays the name of the Submission Unit selected in the grid and a **Select File** field. In the Uploading a File section below, you will get detailed instructions about uploading a file to this field.

Uploading a File

To upload bulk member maintenance information for members of a Submission Unit:

1. Use the Bulk Upload – Member Maintenance file layout, provided by INPRS. To view the file specifications, click here.

   The file type is pipe delimited (|) text file (.txt extension).The file layout includes the following fields:

   - A header containing the following required fields:
     - Submission Unit ID
     - Row Count
   - A body containing the following fields for each member:
     - SSN (For identification purposes only. This field cannot be modified.)
     - Member's Pension ID (For identification purposes only. This field cannot be modified.)
     - Last Name (For identification purposes only. This field cannot be modified.)
     - Gender
     - Marital Status
     - Last Day in Pay
     - Last Check Date (required if Last Day in Pay information is entered)
     - Life Event
     - Life Event Effective Date (required if Life Event information is entered)
     - Active Duty Military Discharge Date (required if Life Event is "Return from Military Leave")
     - TRF Part Time/Substitute
     - TRF Part Time/Substitute Effective Date (required if TRF Part Time/ Substitute is entered)
     - Email Address (required if TRF Part Time/ Substitute is answered "No")

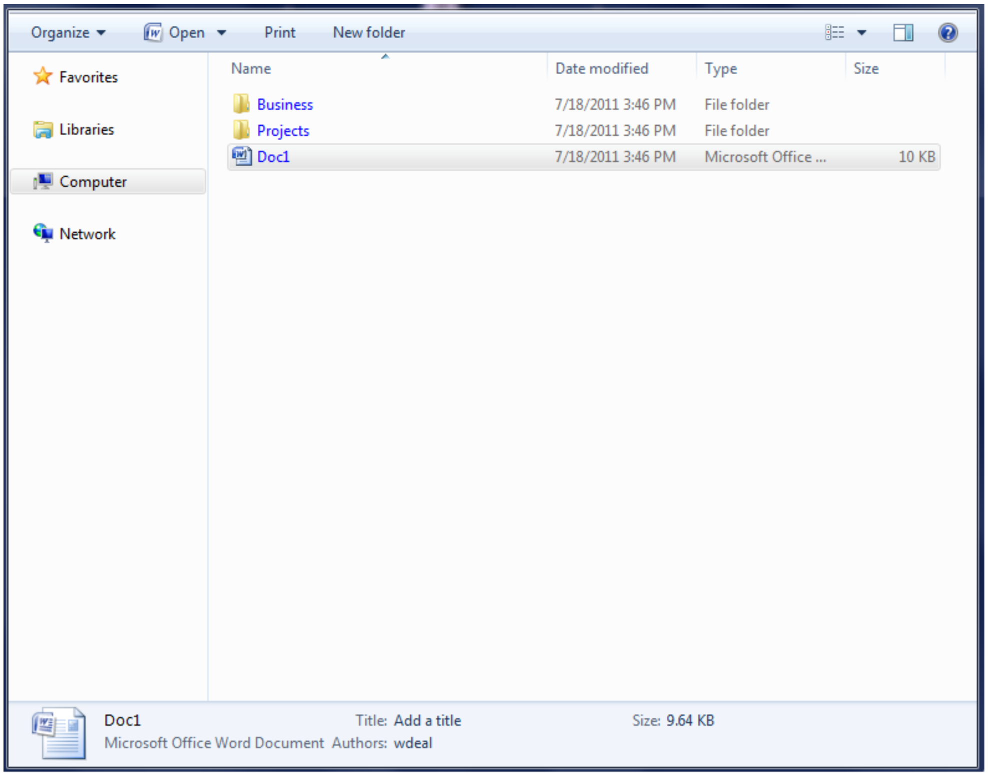
- Elected Official?
- Elected Official Type (required if Elected Official? is answered "Yes")
- Elected Official Effective Date (required if Elected Official? information is entered)

NOTE: Two of the three identification fields (SSN, Pension ID or Last Name) must be completed for each member ncluded in the bulk upload member maintenance file. The information entered into these fields must match existing information in the ERM application.

For the remaining fields, only insert information into fields you wish to modify. In the fields you do not wish to modify, insert a pipe (|).

2. Name and save the file to your computer.
3. Click the **Browse** button to the right of the **Select File** field to open an explorer window of all available files, as shown in Figure 33.

Figure 33: Explorer Window for Bulk Member Maintenance



4. Choose the correct file path by clicking the name of the file you need to upload. The file path appears in the **Select File** field.
5. Only one file at a time may be selected for uploading.
6. Verify you have chosen the correct file path and click the **Upload** button.

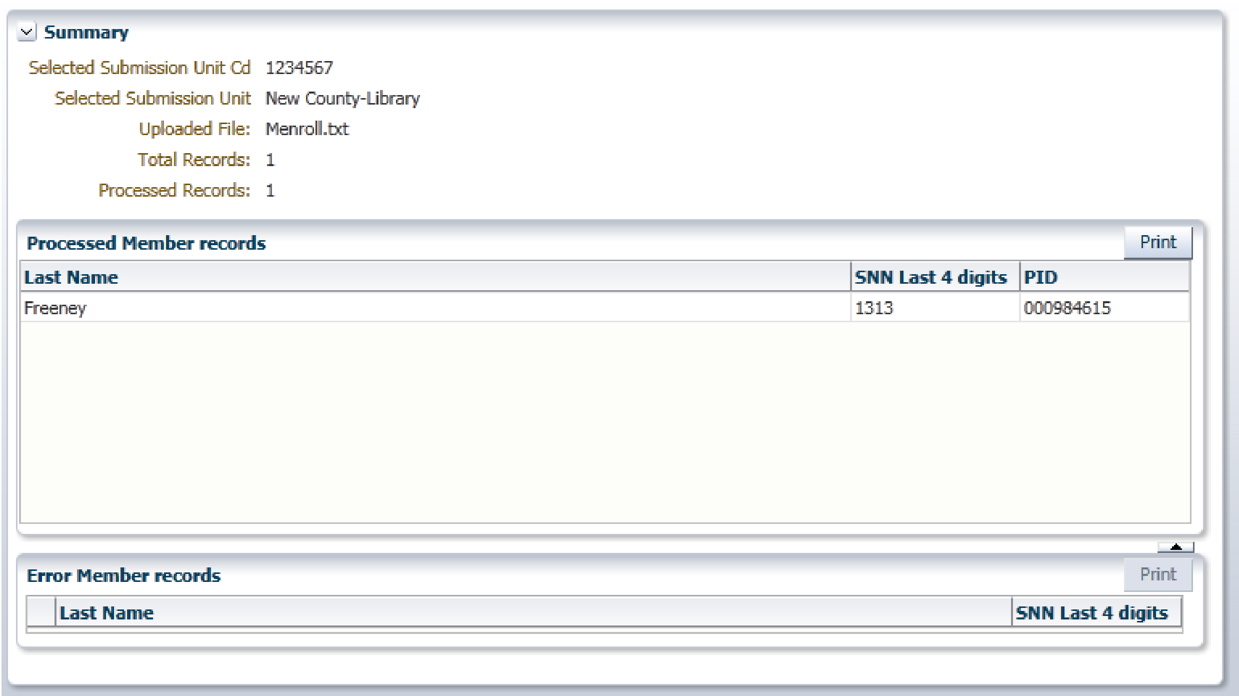
The contents of the file will undergo a structural validation process to ensure the layout of the file meets requirements and can be read before the file is uploaded to the ERM application. If the file does not pass structural validations, a notification will be displayed stating the file could not be uploaded. You will need to correct your file and ensure you are using the proper file layout provided by INPRS.

Confirmation Screen

Once the file passes structural validations, it will also be checked against other member maintenance validations. The following will appear on the screen after this last validation check is completed, as shown in Figure 34:

1. For those transactions that passed all validations, the following will be presented and may be printed for proof that the transactions were successfully entered into the system:
    - Member's Last Name
    - Member's Last Four Digits of SSN
    - Member's Pension ID
2. For those transactions that did not pass validations, the Employer User will be directed to the Exception Queue to resolve the errors.

Figure 34: Summary Screen for Bulk Member Maintenance

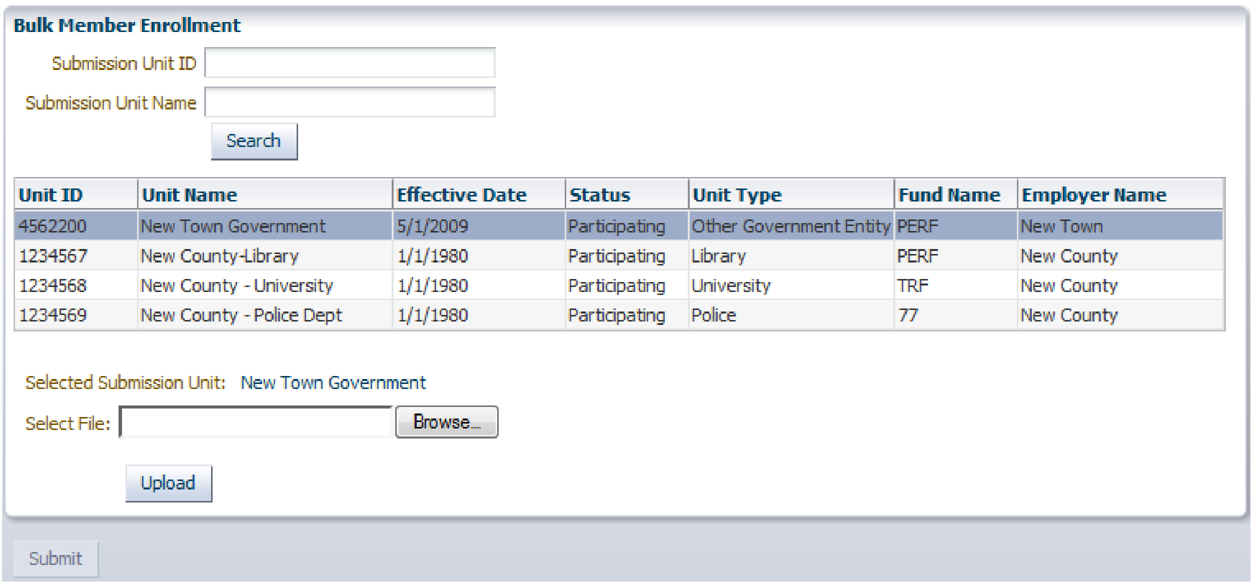


Bulk Upload Member Enrollment

Employer Users can enroll large groups of members into the same Submission Unit using the “Bulk Upload Enrollment” option under “Member” in the Navigation Menu. Choosing this option opens the *Bulk Member Enrollment* screen, as shown in Figure 35.

NOTE: Bulk Upload Member Enrollment is only available for PERF, TRF and ‘77 Fund Submission Units.

Figure 35: *Bulk Member Enrollment* Screen



Searching for a Submission Unit Account

The top of the *Bulk Member Enrollment* screen displays two search fields which allow you to locate a Submission Unit, either by Submission Unit ID number or name.

To search for a Submission Unit by ID number:

1. Type the Submission Unit ID number into the **Submission Unit ID** field. You do not need to enter the full Submission Unit ID number.
2. Click the **Search** button.

To search for a Submission Unit by name:

1. Type the name of the Submission Unit into the **Submission Unit Name** field. You do not need to enter the full name of the Submission Unit.
2. Click the **Search** button.

The middle of the *Bulk Member Enrollment* screen contains a scrollable grid for Submission Unit information. All Submission Units that match the search criteria entered in either the **Submission Unit ID** or **Submission Unit Name** fields, and that a user's individualized security role allows him/her to access, will appear in the grid below the search fields. Choose the appropriate Submission Unit from the grid.

The bottom of the screen contains a field that displays the name of the Submission Unit selected in the grid and a **Select File** field. In the Uploading a File section below, you will get detailed instructions about uploading a file to this field.

Uploading a File

To upload a file containing a group of new members to be enrolled into a Submission Unit:

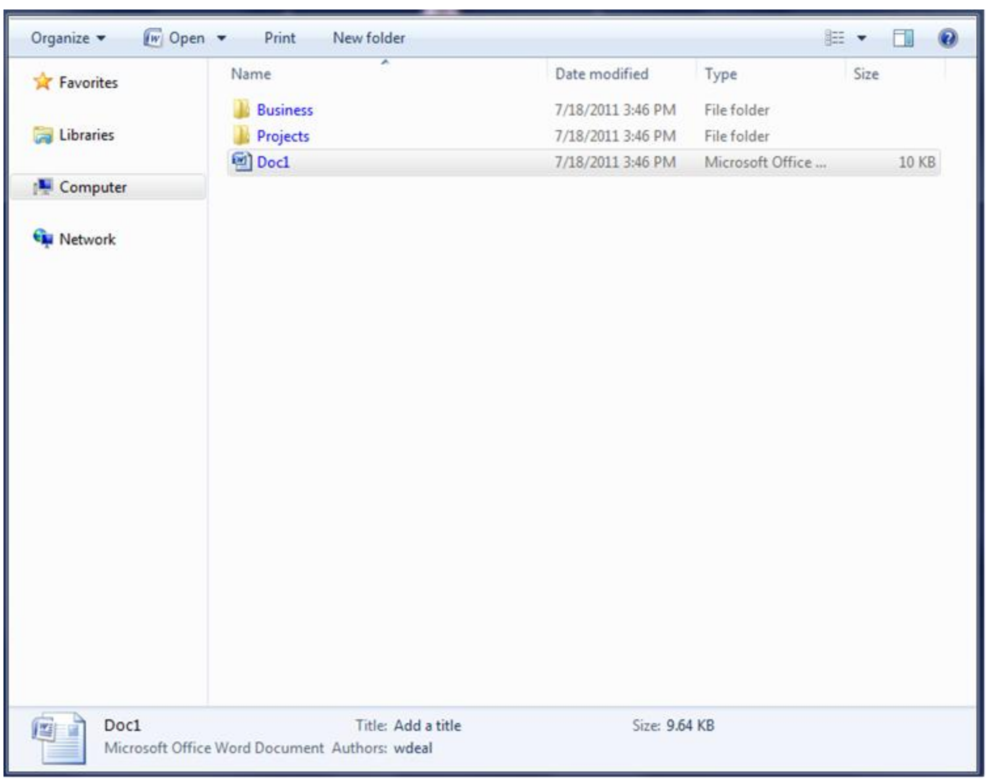
1. Use the Bulk Upload – Enrollment file layout, provided by INPRS. The file type is pipe delimited (|) text file (.txt extension). To view the file specification for a Bulk Upload-Member Enrollment file, click here. The file layout includes the following fields:
    - A header containing the following required fields:
        - Submission Unit ID
        - Row Count
    - A body containing the following fields for each member (required fields are marked with an asterisk):
        - Hire date (MM/DD/YYYY)*
        - SSN*
        - Prefix
        - First Name*
        - Middle Name
        - Last Name*
        - Suffix
        - Birth Date (MM/DD/YYYY)*
        - Gender*
        - Street Address 1*
        - Street Address 2
        - Street Address 3
        - City*
        - State*

- Postal Code*
- Phone Type 1* (defaults to "Main," the only valid value.)
- Phone 1*
- Phone Extension 1
- Email Address (required for full-time TRF members only)
- Marital Status
- Part Time/Substitute? (TRF only)
- Elected Official? (PERF only)
- Elected Official Type (PERF only when the Elected Official? field is "Yes")
- Covered Position? (PERF only)

NOTE: Hire date is not a required field for '77 Fund enrollment. This information cannot be provided until the enrolling member passes the Statewide Baseline Examination.

2. Name and save the file to your computer.
3. Click the **Browse** button next to the **Select File** field to open an explorer window of all available files, as shown in Figure 36.

Figure 36: Explorer Window Bulk Member Enrollment



4. Choose the correct file path by clicking the name of the file you need to upload. The file path appears in the **Select File** field.
5. Only one file at a time may be selected for uploading.
6. Verify you have chosen the correct file path and click the **Upload** button.

The contents of the file will undergo a structural validation process to ensure the layout of the file meets requirements and can be read before the file is uploaded to the ERM application. If the file does not pass structural validations, a notification will be displayed stating the file could not be uploaded. You will need to correct your file and ensure you are using the proper file layout provided by INPRS.

Validating TRF Member Fund Data

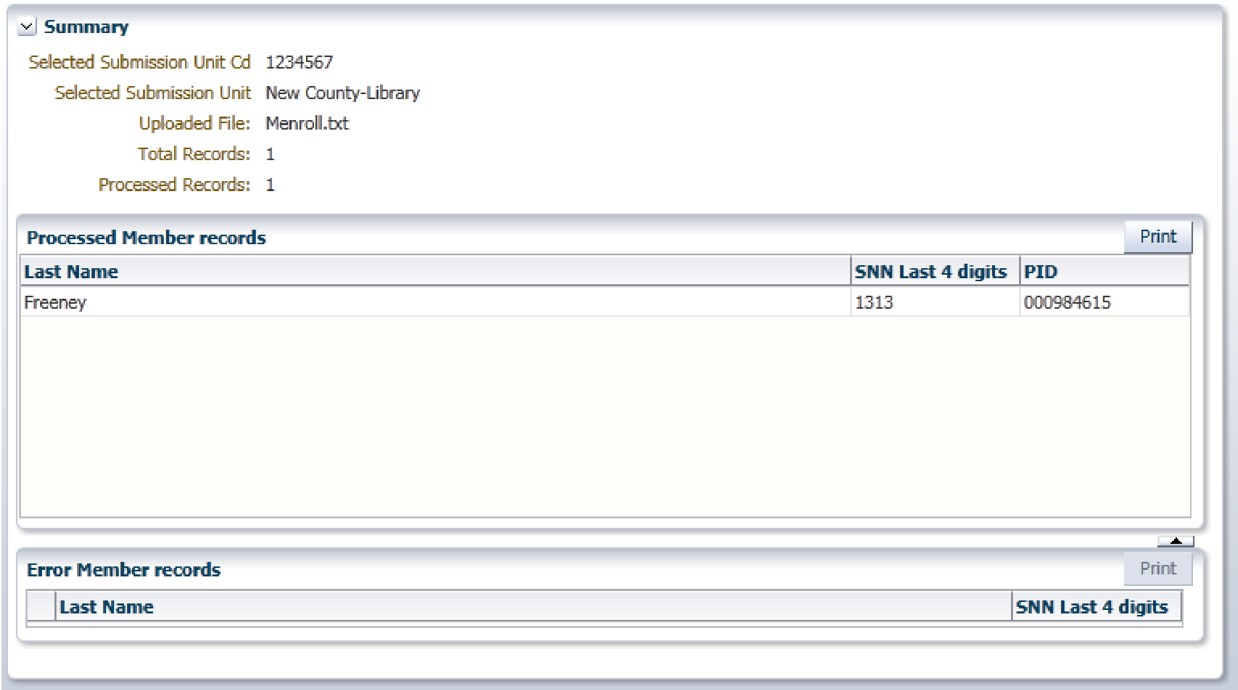
Before a new member is enrolled into a Submission Unit associated with TRF, Employer Users must confirm that any Part Time/Substitute teachers included in the enrollment file meet the three membership requirements. If one of the Part Time/Substitute teachers included on the enrollment file does not meet the membership requirements, the file will not be processed. Therefore you must correct the file by removing him or her from the enrollment file and then upload it again. Note: If you are uploading a file with a large number of members, this process may take some time.

Confirmation Screen

Once the file passes structural validations and member Fund validations, it will also be checked against other member enrollment validations. The following will appear on the screen after this last validation check is completed, as shown in Figure 37:

1. For those transactions that passed all validations, the following will be presented and may be printed for proof that the transactions were successfully entered into the system:
    - Member's Last Name
    - Member's Last Four Digits of SSN
    - Member's Pension ID
2. For those transactions that did not pass validations, the Employer User will be directed to the Exception Queue to resolve the errors.

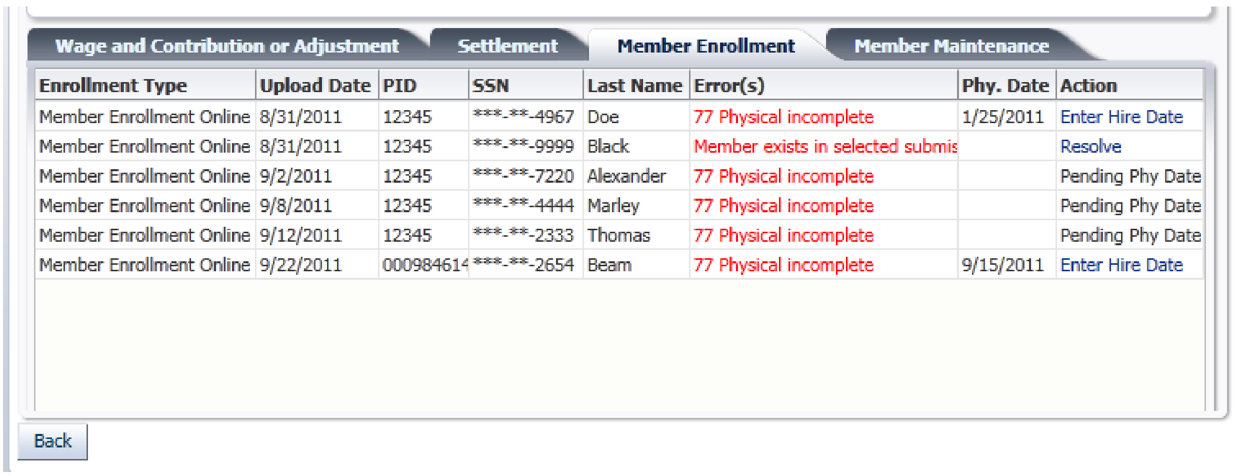
Figure 37: *Summary* Screen for Bulk Enrollment



Managing the Member Enrollment and Member Maintenance Exception Queues

If a transaction entered into the ERM application - either via online entry or bulk upload - contains errors or is awaiting further information, it is placed in the applicable Exception Queue, as shown in Figure 38.

Figure 38: *Exception Queue* Screen



Enrollment Type	Upload Date	PID	SSN	Last Name	Error(s)	Phy. Date	Action
Member Enrollment Online	8/31/2011	12345	***-**-4967	Doe	77 Physical incomplete	1/25/2011	Enter Hire Date
Member Enrollment Online	8/31/2011	12345	***-**-9999	Black	Member exists in selected submis		Resolve
Member Enrollment Online	9/2/2011	12345	***-**-7220	Alexander	77 Physical incomplete		Pending Phy Date
Member Enrollment Online	9/8/2011	12345	***-**-4444	Marley	77 Physical incomplete		Pending Phy Date
Member Enrollment Online	9/12/2011	12345	***-**-2333	Thomas	77 Physical incomplete		Pending Phy Date
Member Enrollment Online	9/22/2011	000984614	***-**-2654	Beam	77 Physical incomplete	9/15/2011	Enter Hire Date

There are two Exception Queues for member management:

- Member Enrollment
- Member Maintenance

Each Exception Queue has its own tab on the *Exception Queue* screen.

Member enrollment transactions with errors or missing information appear in the Member Enrollment Exception Queue.

Member maintenance transactions that are updated incorrectly or are missing information appear in the Member Maintenance Exception Queue.

Additional action must be taken on these transactions before they will be accepted by the application and become effective.

NOTE: All '77 Fund enrollments are sent to the Member Enrollment Exception Queue, pending the results of the member's Statewide Baseline Examination.

Resolving a Member Enrollment or Member Maintenance Exception

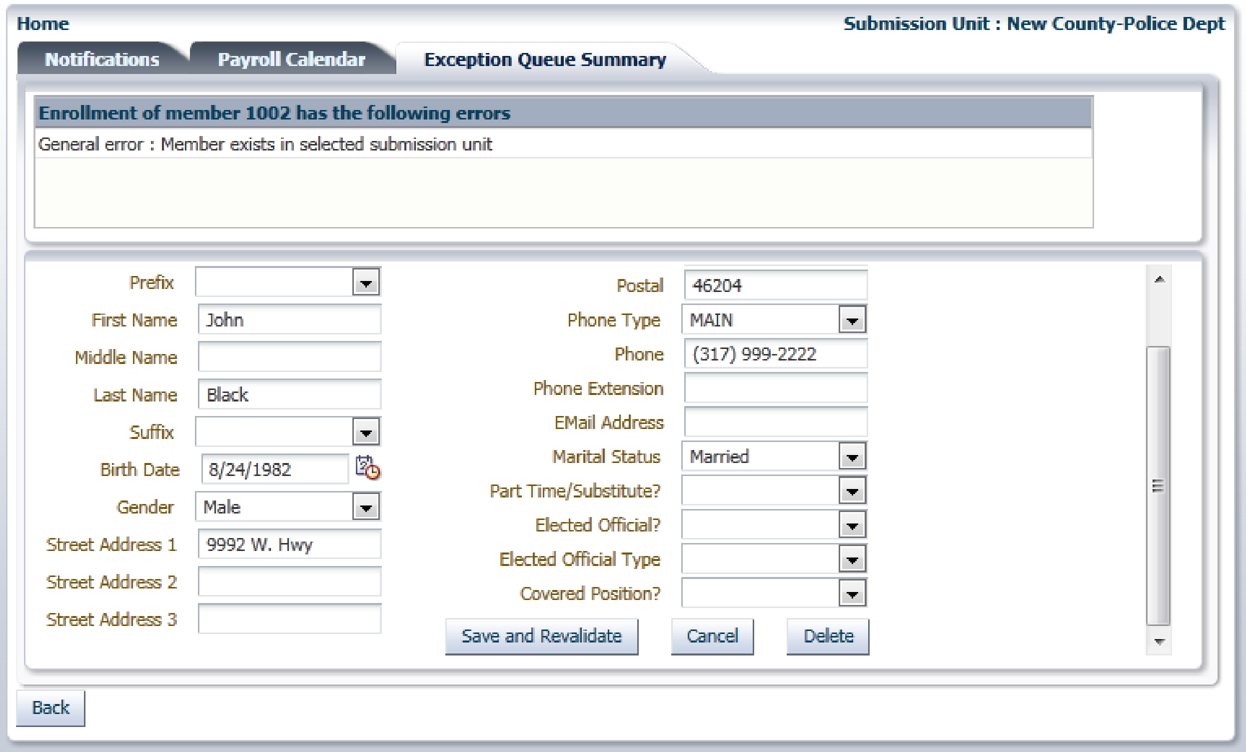
To resolve a member enrollment or member maintenance exception, first access the Exception Queue:

1. Select the Submission Unit's name on the *Home* page.
2. Click the **Nex**t button to access the Home Dashboard.
3. In the "Exception Type" column in the Exceptions Summary section of the Home Dashboard, click the hyperlink for the exception you would like to resolve. The Exception Queue tab associated with the hyperlink will open.

Once you've accessed the Exception Queue, you can resolve the errors shown in the queue. To resolve an error:

1. Click the *Resolve* hyperlink in the "Action" column of the table next to the transaction you wish to modify. A description of the error(s) that caused the transaction to appear in the Exception Queue appears at the top of the *Modify Transaction* screen, as shown in Figure 39.

Figure 39: *Modify Transaction* Screen



2. Review the error(s).
3. Enter the data required to resolve the exception(s) into the appropriate field(s).

4. Once you've provided the information necessary to clear the exception, click the **Save and Revalidate** button to submit the updated transaction for a second round of validations.
5. If you do not have the information required to resolve the exception, click the **Back** button to return to the ERM *Home* page.

NOTE: It is very important to keep your Exception Queue clear and resolve errors promptly.

If there are member enrollment or maintenance transactions, excluding those in a "Pending" status, that have been in the Exception Queue for 30 days or more, you will not be able to submit wage and contribution reports for payment until the errors are resolved.

Completing '77 Fund Enrollments

Before an enrollment into the '77 Fund is complete, the member's physical date, which is the date the member passed the Statewide Baseline Examination, must be provided. Once results of the physical are received by INPRS, INPRS Staff will enter the physical date through the Exception Queue. Once you receive notification by phone or email that results have been received, you will need to enter the member's hire date to complete the member's enrollment into the '77 Fund.

To complete the enrollment:

1. Click the *Enter Hire Date* hyperlink in the "Action" column of the table next to the transaction you wish to modify on the Exception Queue screen, as shown in Figure 38.
2. Enter the member's hire date into the **Hire Date** field.
3. Click the **OK** button to submit the updated information.

Annual Verification of Substitute Teachers

Every year, all substitute and part-time teachers in TRF need to be verified for the upcoming school year. During the summer, all substitute and part-time teacher records for your Submission Unit will be sent to the Member Maintenance Exception Queue, as shown in Figure 40. For each substitute or part-time teacher, there are three options:

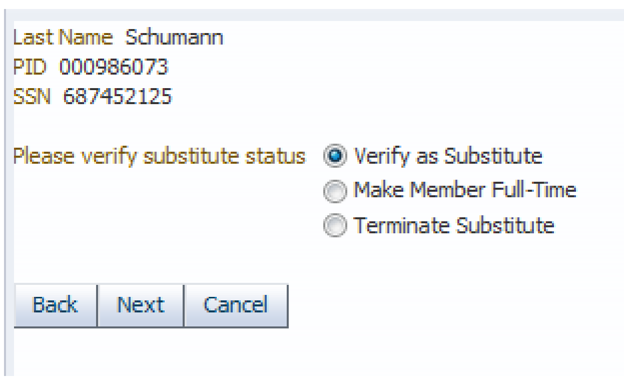
- Verify he or she is still a substitute or part-time teacher for your Submission Unit.
- Make him or her a full-time teacher for your Submission Unit.
- Terminate him or her from your Submission Unit.

Figure 40: *Member Maintenance Exception Queue* Screen

To verify a substitute or part-time teacher in the Member Maintenance Exception Queue:

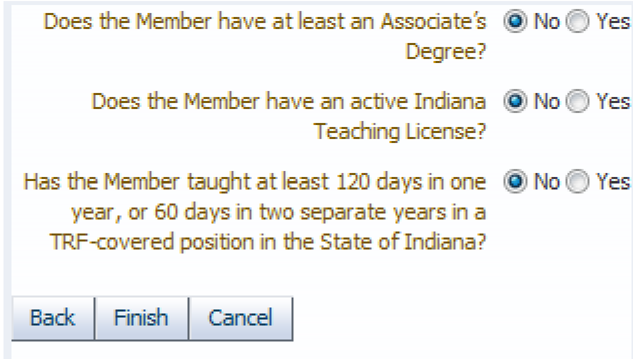
1. Click the *Questionnaire* hyperlink in the "Action" column next to the substitute or part-time teacher you wish to verify. The Verify Substitute pop-up box appears, as shown in Figure 41.
2. Select the correct radio button:
    - Verify as Substitute
    - Make Member Full-Time
    - Terminate Substitute

Figure 41: Verify Substitute Pop-Up Box



3. Select the "Verify as Substitute" option, and the Substitute Eligibility Questions pop-up box appears, as shown in Figure 42. You must answer the three questions to ensure the member is eligible to be in TRF. Then click the **Finish** button.

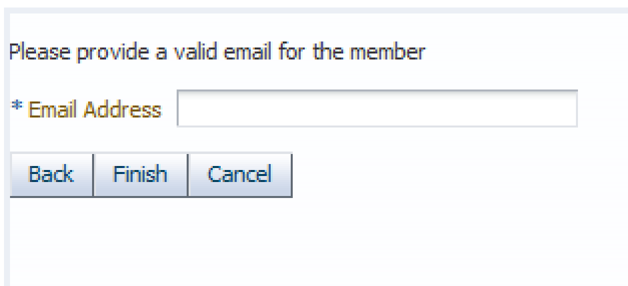
Figure 42: Substitute Eligibility Questions Pop-Up Box



To make a member full-time in the Member Maintenance Exception Queue:

1. Select the "Make Member Full-Time" option, as shown in Figure 41.
2. The Enter Member Email Address pop-up box appears, as shown in Figure 43. You must enter an email address in the box. Then click the **Finish** button, and the member's record will be updated to show he or she is full-time. If the member already has an email address in ERM, that record will automatically be updated to show the member is full-time.

Figure 43: Enter Member Email Address Pop-Up Box



To terminate a substitute in the Member Maintenance Exception Queue:

1. Select the "Terminate Substitute" option, as shown in Figure 41. The Terminate Substitute pop-up box, as shown in Figure 44.
2. Enter the member's Last Day in Pay and Last Check Date. Click the **Terminate** button. The member's record will be updated to show the member is terminated.

Figure 44: Terminate Substitute Pop-Up Box